

## Promotional Opportunity



### FIRE CHIEF CITY OF DANBURY

Salary: \$110,000 – \$115,000/year

The City of Danbury is now accepting applications for the position of Fire Chief. This position receives general direction from and reports directly to the Mayor of the City of Danbury. This is a supervisory position, which manages, directs and oversees all firefighting, fire preventions and service activities. Administrative duties include planning, directing, and controlling activities such as staffing, training, equipment, budgets, and the implementation and review of short and long-range goals.

#### Responsibilities include:

- Establish and implement of operational policies and procedures, goals and objectives as it relates to the functioning of the Fire Department.
- Maintains fire records, compiles data, and prepares reports to ensure compliance with prescribed operating standards.
- Develops and implements a program operating budget for the Fire Department.
- Develops and directs administrative functions including planning, personnel administration, equipment purchasing, allocation of resources, training and exercise programs for the Fire Department.
- Demonstrates continuous effort to improve operations, streamline work process through process improvement initiatives, and work to provide quality customer service.
- Maintains knowledge and skills and conducts continuous reviews of principles, practices, methods and equipment employed in modern firefighting, fire hazards and prevention.
- Implements and maintains Fire Department rules and regulations in compliance with City Laws and Ordinances.
- Provides a broad range of supervisory responsibilities over others and maintains the respect and discipline of employees. Identifies training needs and provides appropriate counseling. Directs and coordinates a multidisciplinary staff within all areas and disciplines of firefighting.
- Establishes and maintains good working relationships with the community and participates in various City and community committees, task forces, etc.
- Researches and writes appropriate grants for funding of various initiatives, equipment, construction, specialized training and staffing.
- Performs all other duties as assigned and required by the position

#### MINIMUM QUALIFICATIONS AND REQUIREMENTS:

##### Experience and Training:

Associates Degree with emphasis in Fire Science, Business, Public Administration or related field. The Chief shall have at least ten (10) years experience in career fire service, at least one-half of which shall have been in an administrative or supervisory capacity. Must also have extensive knowledge and ability to establish and maintain programs, practices and techniques relating to firefighting, first responder methods, and safety standards; thorough knowledge of effective managerial practices and methods; and extensive and successful grant writing experience.

##### Special Requirements:

The Fire Chief is required to become a resident of the City of Danbury within 6 months of hire and maintain residency for the duration of the appointment. Must also be 18 years of age, a citizen of the United States and have the ability to respond to emergencies 24/7. **Application deadline: July 30, 2014.**  
EEO/M-F/D-V