Fire Chief

The City of Davenport is currently taking applications for Fire Chief. The Fire Chief plans, organizes and directs the operations and activities of the Fire Department; performs directly related work as required.

Provides leadership and administrative oversight to all operations and activities of the Fire Department. The work is performed under the general supervision of the City Administrator, with significant expectations for the exercise of independent judgment and initiative. Supervision is exercised over the work of all employees within the Fire Department. The nature of the work performed requires an employee in this class establish and maintain effective working relationships with other City employees, the City Council, business and community groups, other emergency personnel, state and federal officials, representatives of the media and the public.

The City of Davenport will be offering a competitive compensation package.

Examples of Duties

- Plans, organizes, directs and evaluates the work of Assistant Chiefs in implementing the goals, policies and directives of the Fire Department;
- Develops policies and procedures designed to increase the efficiency and effectiveness of Departmental operations and address emergency services needs within the City;
- Develops and administers the Departmental budget;
- Confers with Department management team to track implementation of policies and receive specific recommendations and suggestions on Departmental operations;
- Provides status reports to the City Administrator on Departmental operations, any major shift in policies or procedures and recommendations for future development;
- Reviews and analyzes methods, equipment utilized and performance to increase program effectiveness and forecast long-term needs and commitments;
- Participates in various aspects of personnel administration within the Departments, including hiring, termination, grievance procedures and coordinating employee training;
- Serves as the chief spokesperson for the Fire Department;
- Keeps City Administrator fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Qualifications

• Graduation from an accredited college or university with a Bachelor's Degree; and
• Extensive experience in Fire Department Emergency Operations and Administration with a considerable management role; or
• Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.
• Candidates for positions in this class must pass a post-employment offer physical examination and drug screen;
• Requires an Iowa Chauffeur's Driver's License Class D-2 by appointment date and must maintain throughout duration of employment.

Knowledge and Skills

• Comprehensive knowledge of Fire Department leadership, administrative, operational, public education and public relations programs and activities;
• Comprehensive knowledge of planning principles, practices and techniques;
• Comprehensive knowledge of current principles and practices of public administration;
• Comprehensive knowledge of budgetary principles within a municipality;
• Ability to supervise, train, evaluate and lead the work of others;
• Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
• Ability to understand and follow oral and/or written policies, procedures and instructions;
• Ability to prepare and present accurate and reliable reports containing findings and recommendations;
• Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
• Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
• Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
• Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
• Ability to demonstrate physical courage and inspire safe, courageous confrontation of challenges in Fire Department personnel;
• Absolute personal and professional integrity;
• Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Apply at www.cityofdavenportiowa.com/hr

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