

Position Title: Fire Chief, Chillicothe Community Fire Protection District (CCFPD)

Salary Range: \$30,000.00-\$60,000.00

Reports To: CCFPD Board of Directors

Supervises: Officers of CCFPD, Office Manager and All Members

Purpose of Position: The Fire Chief is the chief executive officer of the CCFPD and is responsible for directing the operations and managing the administrative business affairs of the CCFPD. The position establishes current and long-range objectives, plans and policies/procedures subject to approval of the CCFPD Board of Directors.

Major Responsibilities: Direct the daily operations for the CCFPD and evaluate to ensure a high level of performance. Formulate CCFPD Operational and administrative policy and procedures to project and recommend budget expenditures for the CCFPD. Monitor deviations from approved budget and initiate corrective actions to control costs. To develop and implement operational plans to ensure alternative courses of action which provide realistic operations for the CCFPD consistent with budget considerations. To interact and coordinate with CCFPD officers the statuses of present programs and react to new developments within the officers' areas of operation. Coordinate development of personnel recruitment and promotional programs. To coordinate with CCFPD officers overall training programs. To oversee the activities of the CCFPD to assure compliance with federal and state requirements. To maintain communication CCFPD Board of Directors

Performance Criteria:

Quantitative: Meet current objectives of strategic plans Operate within the parameters of the established budget. Manage the number of officers and personnel appointed to the CCFPD's span of control standards.

Qualitative: Maintain effective utilization of CCFPD personnel through leadership. Maintain awareness of supervisory programs and established department procedures affecting the recruiting, maintaining, training and performance objectives of CCFPD personnel. Maintain a high-quality fire department.

Knowledge and Skills: This position requires a broad knowledge of Incident Command, Firefighting Tactics and EMS Procedures. The position requires recruiting/selection, training, financial and supervisory skills as evidenced by experience and performance in an all-career, all-volunteer or combination response system.

Successful experience in an officer's position of a fire department of comparable size or larger.

Send resumes to ccfpd@chillifd.com by Monday, March 18th, 2024