

# Fire Chief / Chief Administrator Job Posting

**Greater Naples Fire Rescue District** - the largest independent fire district in the State of Florida that provides emergency response services and education for the residents, businesses and visitors of Chokoloskee, Everglades City, Golden Gate, East Naples, Isles of Capri, Port of the Islands and surrounding communities.

Our Fire District is governed by a Board of five elected Fire Commissioners, and proudly staffs 242 uniform firefighters and civilian support staff. The Fire District has 16 fire-rescue stations and manages a variety of support operations from 6 additional facilities.

Does professionalism and integrity describe your core values? Are you an experienced Fire / Emergency Medical Services professional who's driven to make a positive difference in the community and within the fire district? Do you have experience leading a successful team? If so, review our job description and apply today.

## Position Summary

The Fire Chief serves as the senior management executive responsible for the effective and efficient implementation of the District's mission, ethics, and values as set by the Board of Commissioners. The Fire Chief is responsible for the District's Strategy and Objectives in delivering services to the community.

The Fire Chief is involved in the development, organization, direction and administration of all District programs. Responsibilities include:

- Planning, coordinating and managing all District programs;
- Performing community and public relations activities;
- Preparing the District budget for the Board of Commissioner approval;
- Administering the Board approved budget effectively and efficiently;
- The determinate in hiring, deploying, assigning, supervising, directing, counseling and disciplining personnel under their command;
- Acting in the absence of the Board of Commissioners during a State of Emergency;
- Enforcing District policies, working within the Administrative Handbook and Union Contract confines;
- Communicating effectively in written, verbal and social media formats.

The Fire Chief's work is performed under the general direction of the Board of Commissioners. It requires independent judgment in decision-making, delegation, initiative and leadership in coordinating daily operations, short and long-term planning.

**Required Knowledge, Skills and Abilities (KSA):**

To perform this job successfully, an individual must be able to demonstrate each essential duty satisfactorily. The following descriptions are representative of the knowledge, skill, and/or ability required.

- Possess knowledge of Federal, State, Local law, County ordinances, and Fire District governing documents
- Demonstrate the ability to handle highly confidential information, in both written and verbal format
- Demonstrate the ability to exercise sound judgment in stressful situations
- Demonstrate the ability to promote a positive morale among all personnel
- Demonstrate the ability to delegate workload equally and perform his/her share without intervention of superiors
- Possess the skill and demonstrate the ability to work cooperatively with others, build consensus, and achieve organizational goals
- Demonstrate the ability to effectively present information to employees, members of the management team, public groups and/or the Board of Fire Commissioners
- Demonstrate effective verbal and written communication skills and maintain the ability to address individual or group needs while meeting the goals of the greater organization
- Excellent interpersonal and negotiation skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Strong analytical and problem solving skills
- Strong supervisory and leadership skills
- Ability to adapt to the needs of the organization and employees
- Ability to prioritize tasks and to delegate them when appropriate
- Thorough knowledge of employment-related laws and regulations

**Requirements and Qualifications:**

1. Bachelor's degree from a regionally accredited college or university with major coursework in Fire Science, Emergency Medical Services, Management, Labor Relations, or Public Administration. Bachelor's degree from a regionally accredited college or university in other disciplines will be accepted if supplemented by documented technical training in at least five (5) of the following categories: Fire Science, Incident Command, Hazardous Materials, Emergency Medical Services Management, Fire Code Administration, Fire Prevention, Personnel Management, Training Program

Management, Finance Management, or Human Resources. *(Documentation shall be in the form of college or university transcripts, or certificates of course completion that include the number of instructional hours, or have the course syllabus attached.)* A minimum of four (4) years honorable military service will be accepted in lieu of a bachelor's degree if supplemented by documented technical training in at least five (5) of the following categories: Fire Science, Incident Command, Hazardous Materials , Emergency Medical Services Management, Fire Code Administration, or Human Resources. *(Documentation shall be in the form of military training documents, college or university transcripts, or certificates of course completion that include the number of instructional hours, or have the course syllabus attached.)*

2. Minimum fifteen (15) years of full-time paid position experience in a public fire protection and/or emergency medical services department/district, which includes: seven (7) years of progressively responsible management and supervisory experience in operations command, and three (3) years in an executive management level fire department / district or emergency medical services department position. *(Documentation shall be in the form of employer(s)'s job descriptions for positions served.)*
3. Possess a valid American Heart Association CPR "BLS for Health Care Providers" card or the American Red Cross Professional CPR card. *(Documentation shall be in the form of a copy of the card.)*
4. Documented training in Labor Relations. *(Documentation shall be in the form of military training documents, college, university transcripts, certificates of course completion that include the number of instructional hours or have the course syllabus attached, or a description of active participation in labor negotiations, which mean the applicant must have been a member of a labor negotiations team for either an employer or union.)*
5. Documented experience in Labor Relations. *(Documentation shall include: name of employer(s), position(s) held, and years of experience while holding either an executive management level or labor position.)*
6. Must be able to comprehend, read, speak, and write the English language as it is necessary for conducting district business.
7. Must not have been convicted of a misdemeanor relating to the certification or to perjury of false statements, or a felony or a crime punishable by imprisonment of one (1) year or more under the law of the United States or any other state thereof or under the law of any other country.

***If any applicant does not meet one or more of the below minimum requirements #8-11, the applicant must include a certification with his or her application that if the applicant is the successful applicant, the applicant will obtain such requirement within six (6) months of appointment, except #9, with such requirements included within the successful applicant's contract. The certification shall include which of the minimum requirements #8-11 that an applicant will meet within six (6) months of employment, except for #9 which shall be met by the time the successful applicant begins employment.***

8.A. Meet the requirements of Section 633.412, F.S., and possess Florida Firefighter Certification, or possess a valid Certificate of Compliance, as outlined in the Florida Division of State Fire Marshal Uniform Fire Safety Rules and Standards Chapter 4A-37, F.A.C., or a verification letter indicating that the individual meets the above requirements, and will be issued a Special Certificate of Compliance from the Florida Division of State Fire Marshal, Bureau of Fire Standards and Training Office .

**OR**

8.B. Meet the requirements of Section 401.27, and possess a Florida State Licensed Emergency Medical Technician (EMT) in accordance with Florida Statutes, or an out-of-state licensed EMT who holds a National Registry of Emergency Medical Technicians (NREMT) certification. Possession of a State of Florida Certification as a Paramedic in accordance with Florida Statutes satisfies this requirement. *(Documentation of the applicant's certification or licensure shall be submitted. An applicant that satisfies both 6.A. and 6.B. is requested to submit documentation for both qualifications.)*

9. Must possess, or be able to obtain by the first date of employment, a valid Florida State Driver's License without record of suspension or revocation in any state.

10. Must possess the National Incident Command System (NIMS) ICS200, ICS200, ICS300, ICS400, IS700 and IS800. *(Documentation shall be in the form of certificates of course completion.)*

11. Must reside, or be willing to relocate and reside in Collier County or Lee County.

All minimum requirements must be maintained, if applicable, throughout the term of employment as Fire Chief or Chief Administrator.

## Preferred Qualifications

1. Master's degree from a regionally accredited college or university with major coursework in Fire Science, Emergency Medical Services, Management, Labor Relations, or Public Administration. *(Documentation shall be in the form of college or university transcripts.)*
2. Possess a State of Florida Certification as a Paramedic as outlined in accordance with Florida Statutes. *(Documentation shall include a copy of the certificate.)*
3. Possess a current Advanced Cardiovascular Life Support (ACLS) Certification. *(Documentation shall include a copy of the certificate.)*
4. Possess a current Florida Fire Safety Inspector I Certification or greater. *(Documentation shall include a copy of the certificate.)*
5. Documented experience in Fire Prevention, Investigation and Code Compliance. *(Documentation shall include: name of employer, position held, and years of experience.)*
6. Documented management experience in the operation of special districts. *(Documentation shall include: name(s) of special district, position held, and years of experience.)*

An applicant shall also submit a Curriculum Vitae or resume with his or her application.

**Apply via Indeed and email application packet to [Pam@ees.solutions](mailto:Pam@ees.solutions) for consideration. Closing date for applications will be May 24, 2024.**

Greater Naples Fire-Rescue District is an Equal Opportunity Employer. In compliance with the Americans with Disability Act (ADA), the Fire District encourages both prospective and current employees to discuss potential accommodations with the District.

Benefits:

- FRS Pension
- Health insurance
- Dental insurance
- HRA
- FSA
- Life insurance
- Disability Insurance
- Paid time off
- EAP