



CITY OF ALEXANDRIA, VIRGINIA ASSISTANT FIRE CHIEF



Assistant Fire Chief

The Position

Under the direction of the Fire Chief, three Assistant Fire Chiefs assist in all administrative operations of the Fire Department, directing the activities of the Fire Emergency Services Section, the Emergency Medical Services (EMS) Section, the Fire Prevention and Life Safety Section, and the Administration Section, as assigned. The Assistant Fire Chief develops and implements policies and procedures governing the activities and operations of the operational and administrative functions of the Fire Department. The Assistant Fire Chief may be assigned responsibility for the overall direction of the Fire Department in the absence of the Fire Chief.

The Assistant Fire Chief will plan, direct and coordinate the administrative operations of a staff of more than 300 uniformed and civilian employees. The incumbent will establish and maintain effective and cooperative working relationships with co-workers, other City departments, other Washington, D.C., metropolitan area government agencies, Commonwealth of Virginia and Federal agencies, and the public.

Responsibilities

The primary responsibilities of this position include, but are not limited to the following:

- Acting for the Fire Chief in his or her absence.
- Managing Fire Emergency Services, EMS, Fire Prevention and Life Safety, or Administration sections.
- Assisting in planning, organizing, and leading the operations of the Department.
- Developing and monitoring the Department's budget and conducting needs assessments of apparatus, equipment, and supplies.
- Recommending changes to improve efficiency and cost-effectiveness of operations and associated policies and procedures.

- Serving as designee for the Fire Chief in personnel-related administrative and disciplinary matters, as needed.
- Supervising and aiding in the development of new management systems, including Information Technology systems..
- Exercising command of staff and material resources in disaster situations that could include fire and medical emergencies, and unique situations of major proportions, including significant weather events, technical and marine rescues, and weapons of mass destruction and hazardous materials incidents.
- Attending and participating in local, regional, Commonwealth, and national meetings affecting delivery of emergency services.
- Coordinating training and staff meetings.
- Performing related work as required.

The Alexandria Fire Department

- 171 sworn firefighter positions
- 73 medic positions
- Nine sworn fire marshal positions
- Nine stations with 1 new station under construction
- In FY 13, the Department ran approximately 16,800 emergency calls

The Candidate

Must possess:

- Five years of progressively responsible fire operations and administrative services experience, including one year of demonstrated executive-level competence (command, operations, planning, logistics, administration) in a fire/emergency services organization

- Completion of college-level courses in public or fire administration, fire suppression/prevention or emergency medical services; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities
- A valid driver's license issued by the state of their residence

Preferred Candidate

Will possess the following qualifications:

- A Masters degree with course work in public or fire administration, business administration, fire suppression, prevention, and investigation, or emergency medical services
- Ten (10) years executive-level experience in command, operations, planning and administration in a fire and emergency organization
- Direct responsibility for Fire/EMS Operations, Fire Prevention and Life Safety functions, and Administrative Services
- Knowledge of fire administrative procedures and applicable Federal, State and City laws regarding fire suppression, prevention, emergency medical service and code enforcement
- Fire/EMS operations knowledge regarding departmental and state policies, regulations, laws and ordinances
- Ability to plan, assign and direct the work of subordinate employees
- Well-developed leadership and management skills, including exceptional organizational skills, and experience interacting with a diverse employee base and community as well as internal and external stakeholders
- A team-oriented management style

- Strong leadership and interpersonal skills, with the ability for clear and effective verbal and written communication
- Extensive experience in fire prevention and fire investigation work supplemented by formal training in fire prevention and fire investigation methods and techniques

Compensation and Benefits

The annual salary for this position is \$82,001 - \$141,999.40/year, exclusive of benefits, dependent on the qualifications and experience of the selected candidate. Benefits provided include paid annual, sick, and holiday leave; health and life insurance plans; retirement plans; and other benefits, including a deferred compensation 457 plan, flexible spending accounts, transit incentive program, in-house training, long-term care insurance, long-term disability insurance, and a homeowners assistance program. For more details on City employee benefits, visit www.alexandriava.gov.

How to Apply

Applications must be completed online at www.alexandriava.gov. Paper applications will not be accepted.

The recruitment for this position is open September 17, 2013 through October 17, 2013.

For questions and inquiries, contact Manny Herrera III, Fire Human Resources Manager, at 703.746.5239.

The City of Alexandria is an equal opportunity employer with a commitment to affirmative action.



About Alexandria

The City of Alexandria is located in northern Virginia, across the Potomac River from Washington, D.C., and bordered by Arlington and Fairfax Counties. With a population of approximately 140,000 and a land area of 15.75 square miles, Alexandria is the seventh largest city in the Commonwealth of Virginia, and one of the most densely populated cities in the United States.

Alexandria is unique—a historic place that keeps pace with the modern world. The City is part of a large metropolitan area, yet it has retained its historic character. About one-quarter of the city has been designated as a national or local historic district. Thousands of buildings in these districts are monuments to the past, while being actively used as homes, businesses, and museums.

The City is racially and ethnically diverse. Approximately one-fourth of the City's residents are foreign born. Students at the City's single public high school come from 88 different countries, and speak 69 different languages. Overall, African-Americans comprise more than 22 percent of the residential population, Latinos constitute almost 15 percent, and Asians constitute almost 6 percent.

Alexandria was founded almost 50 years before the District of Columbia. Historic landmarks include Robert E. Lee's boyhood home; Christ Church, where famous Virginia statesmen worshiped; and Gadsby's Tavern, a favorite meeting place of Lafayette and President Washington.

In addition to its historic sites, Alexandria offers a variety of attractions. One of the metropolitan area's largest concentrations of international restaurants can be found in Old Town. The Torpedo Factory Art Center, located on the City's waterfront, provides an opportunity for the public to interact with more than 200 professional artists. The City's Farmers Market is the nation's oldest farmers market that has been meeting continuously at the same site, Market Square, since 1753.

