



## West Side Rural Fire Protection District

### Chief Administrative Officer/Fire Marshal Position Description

**Title: Chief Administrative Officer/Fire Marshal**

**Exempt/Non-Exempt:**

**Report To: Board of Directors**

**Compensation:**

**Effective Date: January 1, 2021**

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#### **General Position Summary:**

The Chief Administrative Officer/Fire Marshal is an employee of the District and reports to a Board of Directors consisting of five members elected by District voters. The Chief Administrative Officer/Fire Marshal is responsible for the general administrative business of the Fire District as well as the Fire Prevention Program. Primary responsibilities include budget preparation and oversight, oversight of various leases and contracts for facilities and services. The Chief Administrative Officer/Fire Marshal provides communication with constituents, serves as the contact point for media, other government agencies and elected officials such as local governments and County Commissioners. The Chief Administrative Officer/Fire Marshal is expected to deal directly with the Fire Chief as the representative of the District on business management and Fire Prevention issues. Chief Administrative Officer will meet with Chief regularly to assure that the District is represented to all levels of political and operational entities.

#### **ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:**

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by a person in this position. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent may not be required to perform all duties listed and may be required to perform additional, position-specific duties by written motion of the board through resolution.

Experience in and ability to work with the Volunteer Fire Chief, staff, and volunteers to ensure that operations within the Fire District meet the best interests of all service area customers and residents.

Motivates and directs paid and volunteer staff in meeting stated mission and goals of Fire District.

Act as budget officer for the district and in collaboration with Fire Chief formulate, present, process and file each annual budget. Oversee the finances of the District throughout the fiscal year; report to the board and



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monitor budget to assure that budget is compliant and that state requirements are met. Provide all necessary data to auditor.

Act as the representative of the District to constituents and other agencies such as Hood River County, the City of Hood River Staff, the media, and the public. Provide a public office for district business.

Establish and maintain positive working relationships and cooperation with other local governments and service providers as well as county, state, and federal fire prevention organizations.

Provide a strong sense of direction for the District. The position will require a high degree of political interaction, and as a result will require interaction regularly with the Fire Chief as well as direct communication with local leaders and directors.

Communicate District Board goals and activities to the community. Attend meetings as necessary of community groups, other fire district officials and others to represent the District and develop policies, formulate agreements, and evaluate service levels.

Maintain current knowledge in latest changes in state law regarding special districts that affect open meeting laws, contract law, and any issues affecting Special Districts or Fire Districts by staying abreast of current information, attending conferences and meetings, and collaborating with other fire service agencies or related organizations.

In collaboration with Fire Chief serve as the District representative to such organizations as necessary to maintain the District presence in regional and state activities and programs.

The Chief Administrative Officer/Fire Marshal is also responsible for contact with and authorize payment of vendors, management of rental property, organization and publishing the District newsletter, oversight of the District web site and social media, as well as managing the addressing program run by the District. The Chief Administrative Officer/Fire Marshal also tracks current/future grant program.

District Chief Administrative Officer/Fire Marshal will be available to respond to emergent District needs during non-business hours.

Perform other related duties as required by written motion of the Board.

### **Fire Marshal Duties:**

Is a member of Management Team consisting of Fire Chief, Deputy Chiefs and Battalion Chiefs for the purpose of representing the interests of the District as well as to take part in problem solving for the district.

Is the direct supervisor of all District career staff.

The Chief Administrative Officer/Fire Marshal shall develop and maintain appropriate Fire Prevention Program in collaboration with Fire Chief and Oregon State Fire Marshal.



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Make timely and appropriate decisions in response to citizen or community issues in order to establish and maintain positive public relations between the District and all interested parties.

Establish and maintain cooperative working relationships with others including the Board of Directors, the local City Governments, county manager and commissioners as well as representatives of a variety of state, federal, and municipal agencies, and the general public.

Articulate and promote the Fire District's strategic positions, including its core values, to a diverse audience.

Understand the District political environment sensitivities, and function effectively within that environment.

### **Minimum Qualifications:**

Extensive knowledge of all applicable federal, state, and local laws and ordinances related to Oregon fire services, and public meeting laws for Oregon Special Districts and Fire Districts.

Minimum Oregon Certified EMT Basic

Demonstrated ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language. Use of those methods to defuse confrontation, develop consensus, and achieve goals and desired outcomes.

Demonstrated effective communication, speaking, and listening skills.

Demonstrated use of logical and creative thought processes to develop solutions.

Demonstrated ability to operate personal computers using standard or customized software and equipment specific to the needs of the District. He or she will be required to prepare, analyze, and present comprehensive reports containing findings and recommendations, display a knowledge of budgeting principles and work independently. The position requires knowledge of public administration principles and practices. Knowledge of modern office procedures, methods, electronic equipment, and computer applications. Ability and willingness to acquire and use new skills and knowledge is also required.

Integrity, ingenuity, and inventiveness are a necessity in the performance of the position.

Demonstrated timely and appropriate response to citizen or community issues.

### **Education, Experience, Certifications and Licenses Required:**

Requires extensive specialized knowledge of modern emergency service principles, practices, methods, procedures and related laws and ordinances. Associates degree, or experience in public administration, or equivalent combination of education and experience, in addition to specialized training and progressively responsible experience at all levels of management.

### **Working Conditions:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.



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- While performing the duty of this Job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this Job, the employee is regularly required to stand; walk and talk or hear. The employee is frequently required to use hands and fingers, handle, or feel; reach with hands and arms and taste or smell. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- The working schedule for this position is varied and can include weekends, holidays, evening and will include working beyond an eight-hour day. As this is a Volunteer position flexibility and communications of availability with other officers is required

### **Work Environment:**

Work is performed in various conditions including an office environment and on site for the various emergency incidents, work is performed in all ranges of weather conditions from very cold to extreme heat.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

This is an accurate description of the essential functions of my position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

(The signature of the employee indicates this document has been read and is understood.)

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date