

**COOK COUNTY BOARD OF COMMISSIONERS**  
**Position Description**

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**WORKING TITLE:** Fire Chief / Emergency Management Agency (EMA) Director

**OFFICE/DIVISION:** Cook County Consolidated Fire Department

**WORK LOCATION:** Fire Headquarters / 911 Center

**REPORTS TO (TITLE):** County Administrator

**DATE PREPARED:** September 1, 2018

**APPROVED BY:** County Administrator

**FLSA:** Exempt

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**POSITION SUMMARY**

Under the administrative direction of the County Administrator, the Fire Chief is responsible for the overall direction of the Cook County Fire Department. Duties and responsibilities include, but are not limited to, management/supervision, developing policies and procedures, developing fiscal and capital budgets, representing the department at public functions, responding to emergencies, performing inspections, providing training, and performing additional tasks as assigned. The incumbent will also coordinate day-to-day emergency management activities with local government officials and department heads and serve as a liaison between Cook County and agencies such as GEMA and FEMA. Flexibility to work non-traditional working hours may be required.

Work is performed standing, stooping, sitting, bending, walking, crouching, lifting and often moving objects weighing more than 50 pounds. Work is typically performed in an office setting and occasionally outdoors, however, the incumbent may be required to work in environments of inclement weather, dirt, noise, grease, and machinery with moving parts. This position is designated as an emergency position that may require attendance at work under all types of emergency conditions. This position requires regular attendance and availability on a 24/7 basis including holidays. Must be capable of multitasking while under heavy stress.

A degree in public administration, fire science, business administration or a closely related field with ten years of experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job is required. A minimum of ten (10) years' extensive experience in firefighting work of a progressively responsible nature, at least 5 years at a Chief Officer level, NFPA 1021 NPQ Fire Officer 4 or equivalent, Georgia EMT or higher certification and accredited classes on Incident Command Systems is desired. Possession of a valid Georgia Driver's License is required.

If not currently certified, the incumbent must obtain and maintain a Firefighter Certification as specified by Georgia Firefighter Standards and Training as well as NIMS 100,200,300,400,700,800. The incumbent must also meet the minimum state qualifications to serve as the Emergency Management Director.

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**NATURE AND SCOPE**

The incumbent is responsible for the management and administration of Fire Department and the County's Emergency Management Agency. The position serves as a Department Head and reports directly to the County Administrator. The incumbent will indirectly coordinate with local governing authorities, elected officials, local, state, and federal agencies.

Cook County Fire Department is an ISO Class 4 organization providing fire prevention, fire suppression and emergency first response. Serving a population 17,000+, the department is staffed by volunteer personnel. The department operates 7-strategically placed stations, each under the supervision of a Volunteer District Chief.

**PRINCIPAL ACCOUNTABILITIES**

Manages the departments of fire services and emergency management; supervises and evaluates assigned staff, handling all employee concerns, directing work assignments, counseling and disciplining employees when necessary, and completing employee performance appraisals.

Maintains a variety of records; makes special studies and investigations of operating procedures, methods and problems; supervises the preparation of a variety of work and staff reports.

Attends required meetings, and performs as a liaison between the County Administrator and the department.

Presents proposals, reports, memoranda, and correspondence to the County Administrator, Board of Commissioners, Fire Service personnel, and the public.

Ability to effectively communicate verbally and orally with subordinates, management, employees, members of the general public and all other groups involved in the activities of the County as they relate to the Fire Services and Emergency Management.

Represents the Fire Department and Emergency Management Agency at public functions and makes presentations to business, civic, church, school and government organizations.

Communicates and reviews policies to ensure compliance with the personnel system, department rules and regulations, and state and federal laws. Ensures that all applicable laws, ordinances, rules, and regulations are enforced.

Makes advisory requests and recommendations to the Cook County Board of Commissioners, for the building of new fire houses, purchase of new apparatus, hose, implements, or other equipment and directs the preparation of specifications for this equipment.

Prepares department budget, monitors expenditures, and approves department requisitions; develops five-year capital improvement budget in order to retain and upgrade ISO rating; attends budget meetings and public hearings.

Directs the establishment of training programs for both new and experienced personnel.

Meets with the public and other officials in furthering the public relations work of the department. Oversees the development of contingency plans to handle major disasters; performs related work as required.

Works to promote the positive public image of Cook County and the Fire Department.

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Commands fire and rescue operations; responds to and assumes command of major emergencies involving extensive property damage, fires and/or explosions resulting in injuries or death, and other high risk incidents.

Insures all personnel adhere to approved Standard Operating Procedures and provides disciplinary action when necessary.

Inspects department facilities, furnishings, company journals, records, apparatus and uniforms; enforces maintenance standards.

Oversees the testing, interviewing, and determining of eligible candidates for appointment to and promotions within the department.

Ability to develop and implement long-term goals for the department in order to promote effectiveness and efficiency.

Attends periodic schools, conferences, workshops and seminars to maintain a high degree of ability, knowledge and understanding of fire service methods, practices, developments and attitudes.

Recruits, screens and trains volunteers; alerts volunteers of impending emergency or actual disaster requiring the aid of volunteer teams; briefs volunteers and coordinates volunteer response operations.

Assists in the planning, development, coordination and operation of the Columbia County Emergency Management Program. Provides direct oversight for the Emergency Operations Center (EOC).

Receives and monitors communications from a variety of sources regarding emergency events, severe weather conditions, power outages, special events, and other significant local, national, and international incidents that may impact the County and its residents.

Coordinates gathering of damage assessment information after incidents for documentation used to notify local, state and federal officials.

Performs other related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of management, human resource management/personnel, financial, fire suppression and fire investigation standards and strategies, unified government geography, hazardous materials, ISO grading schedules, pre-fire planning and hazard identification, and other practices, policies and procedures as necessary in the completion of daily responsibilities.

Knowledge of leadership and communication skills to effectively work with other employees, supervisors and the public.

Knowledge of methods, techniques and equipment used in modern firefighting and of fire apparatus and equipment, first aid, and fire inspection and prevention.

Knowledge of all applicable laws, ordinances, policies, standards and regulations pertaining to the specific duties and responsibilities of the job.

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Knowledge of the principles and procedures utilized by the Georgia Emergency Management Agency.

Knowledge of types of building construction and potential hazards of the district.

Knowledge of and proficient with computers.

Skill to communicate effectively both orally and in writing.

Skill in making sound decisions in emergency and pressure situations.

Skill in the supervision of subordinate personnel.

Skill in operation and use of fire equipment and apparatus and first aid/CPR.

Ability to develop and administer policies, procedures, plans, and activities, and to monitor performance of subordinates against measured established goals.

Ability to effectively communicate and interact with subordinates, management, employees, members of the general public and all other groups involved in the activities of the County as they relate to the Cook County Fire Department.

Ability to assemble information and make written reports and documents in a concise, clear, and effective manner.

Ability to use independent judgment and discretion in managing subordinates including the handling of emergency situations, determining procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

Ability to comprehend, interpret, and apply regulations, procedures, and related information.

Ability to handle required mathematical calculations using statistical data.

Ability to read, understand and interpret personnel and financial reports and related materials.

**DESIRABLE TRAINING AND EXPERIENCE**

A degree in public administration, fire science, business administration or a closely related field with ten years of experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job is required. A minimum of ten (10) years' extensive experience in firefighting work of a progressively responsible nature, at least 5 years at a Chief Officer level, NFPA 1021 NPQ Fire Officer 4 or equivalent, Georgia EMT or higher certification and accredited classes on Incident Command Systems, as well as NIMS 100,200,300,400,700,800 is desired. Possession of a valid Georgia Driver's License is required.

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