

NOTICE OF RECRUITMENT

- POSITION OPEN:** Deputy Chief, Anchor Point Emergency Services-Volunteer Department
(Position description attached)
- SALARY:** Administrative, Level 3
\$69,705 - \$83,785
- POSTING DATE:** October 2, 2018
- CLOSING DATE:** October 16, 2018
- REQUIRED ATTACHMENTS:** Resume
Cover letter
Licenses, Certifications
- TO APPLY:** Applications can now be submitted online at:
[Job Opportunities](#)

Position Description: **Deputy Chief, Emergency Services – Volunteer Department**

Service Areas: **APFSA, BCFSA, KESA**

Service Type: **Administrative – Level 3**

Definition: Under the general direction and supervision of the Chief, the **Deputy Chief, Emergency Services** is responsible for assisting with the development and implementation of administrative and management services for a volunteer fire department as delegated, manages the emergency medical services program, and manages training of the Volunteer EMS/Fire and paid staff as delegated by the Chief. The Deputy Chief also aids the Chief with day-to-day procedures for volunteer fire and EMS department operations, with supervision of paid borough employees and volunteer responders, and with the general operations of the department. The Deputy Chief serves as a member of the management, administrative and command teams.

Residency: Within six months from date of hire, the Deputy Chief must establish residency within at least a 20-minute response time by roadway to the nearest service area station as designated by his or her superior, and shall continue such residency during the period of appointment.

Required Minimum Qualifications:

EDUCATION:

- High school diploma or GED, and
- Associate's degree in Fire Science, Emergency Medical Science, or Para-Medicine or equivalent related experience.

WORK EXPERIENCE:

A minimum of seven (7) years of increasingly responsible firefighting/EMS experience, four (4) years of which must have been as a fire officer or equivalent leadership/managerial role within a career or combination fire department. This experience must include demonstrated and successful work experience in all of the following areas:

- Command and control experience on emergency scenes including fire and emergency medical response; and
- Administrative responsibility including budget preparation, grant preparation, licensing, reporting, record keeping and tracking of required expenditures; and
- Experience with incident command systems, fire and emergency services apparatus/equipment specification, purchase, and maintenance; and
- Experience training and leading volunteer and/or paid Fire and EMS staff members; and
- Strong and effective communication skills including both verbal command in person and via radio, and written communication as demonstrated in accurate and comprehensive report writing and documentation;
- Relationship-building, team-building, recruiting and retention experience.

CERTIFICATIONS and LICENSING:

- Maintain Alaska Fire Officer I or state approved equivalent; and
 - Obtain and Maintain Emergency Medical Technician (EMT) III within 12 months; and
 - Obtain and Maintain Alaska Fire Instructor II within 18 months; and
 - A valid, unrestricted Alaska driver's license
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Preferred Knowledge, Skills and Qualifications:

- Bachelor's degree in Fire Science, Public Administration or Business
- Professional experience providing training, conducting performance evaluations, public speaking
- Paramedic Certification
- Fire Officer II and/or Fire Officer III Certification (IFSAC or other state-approved equivalent)
- EMS and Fire Instructor certifications
- Alaska Fire Investigator Certification (Fire Investigator Technician or Certified Fire Investigator)
- Graduate or enrolled in National Fire Academy – Managing Officer program or Executive Fire Officer Certification program
- Center for Public Safety Excellence – Fire Officer Designation or Chief Fire Officer Designation
- NIMS compliant 100,200,700, & 300,400

Essential Functions:

1. Assists the Chief as assigned with all Department services and activities to include training, injury prevention, emergency medical services, and fire protection and suppression.
2. Assists the Chief in the development and implementation of administrative policies and guidelines resulting from regulatory processes and regulations that affect the department.
3. Assists the Chief in contract administration, product research and evaluation, grant development/administration, and long-term planning processes for the department.
4. Assists the Chief in the development and coordination of medical control, field policies for emergency responses, and evaluation of program effectiveness and supervises the medical quality assurance program. Works with the physician advisor to monitor the medical program for the department. Supervises and administers the ambulance billing program for the department.
5. Directly supervises the Training division of the department including training for employees and volunteer responders. Prepares employee and volunteer training sign-in forms for Borough, State and Federal training records and reports.
6. Summarizes and interprets data; prepares monthly, quarterly, and annual reports; and prepares other reports as necessary. May be required to provide status reporting as requested by the Chief, Borough administration and/or the Office of Emergency Management and/or Fire Service Area Board.
7. Ensures that licensure, training requirements and reporting for the department are complete and timely.
8. Assists the Chief with budget development and implementation for fiscal year.
9. May represent the department with other agencies, departments, and organizations as their programs relate to the department as directed by the Chief.
10. Acts as a community leader when representing the service area and the department. Proactively establishes and maintains effective and positive working relationships with the Borough, volunteers, neighboring agencies and service areas.
11. Maintains minimum EMS and Fire certification levels as required by the Fire Service Area.
12. Assists the Chief with supervision of borough employees as directed.

13. When designated, may assume the duties of the Chief in his/her absence.

Additional Functions:

1. Supervises, directs, and performs firefighting rescue, and medical duties as outlined by standard operating guidelines during emergency responses.
 2. May supervise the delivery of fire safety education and fire prevention programs.
 3. May represent the department at community events, other governmental functions, and with other agencies when assigned.
 4. Supports the policy and direction of the Fire Service Area Board, the Chief's policies and Office of Emergency Management guidelines and direction, and the borough's policies and administrative directives. The Deputy Chief will exercise fiscal responsibility in all of his/her actions.
 5. May serve as a command officer at complex incidents.
 6. Other duties as assigned.
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Physical Demands: While performing the duties of this job, the employee is frequently required to stand; walk; use hands to feel or handle objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk and hear; and smell. The employee is occasionally required to sit. The employee must frequently transport up to 50 pounds, and occasionally transport over 100 pounds. Employee may encounter a high frequency of exposure to hazardous situations in performance of duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Examinations: A physical examination and drug screening is required.