



City of Rochester, NY  
Lovely A. Warren, Mayor

## **EXECUTIVE DEPUTY FIRE CHIEF OF ADMINISTRATION**

The City of Rochester, New York ([www.cityofrochester.gov](http://www.cityofrochester.gov)) is seeking a highly qualified and motivated candidate for the position of Executive Deputy Fire Chief of Administration. The Executive Deputy Fire Chief of Administration provides oversight of the administrative functions of the City's Fire Department which consists of 481 uniformed and 22 civilian personnel, with a budget in excess of \$44 million. The Executive Deputy Fire Chief of Administration is responsible for:

- Directing staff involved with Departmental personnel, budgetary, procurement, reporting, communications, and fiscal activities;
- Meeting with members of the community, business organizations, educational institutions, human service agencies, and civic action groups as it relates to their ongoing interaction with the Rochester Fire Department;
- Supervision of the preparation of the Department's operating and capital improvement budgets and oversight of all fiscal affairs;
- Development and implementation of fire prevention and safety programs aimed at a-risk populations;
- Acting as the Fire Chief in his/her absence.

The ideal candidate will possess a Master's or Bachelor's degree and at least ten (10) years of experience in municipal fire service which included at least five (5) years at the command level. The City is looking for a candidate with excellent leadership, administrative, and organizational skills, and the ability to communicate effectively orally and in writing. Applicants should possess strong budgeting skills, the ability to plan and coordinate the work of others, as well as demonstrate experience collaborating with peers, citizens, and community groups to accomplish designated goals and objectives.

All applications **MUST** be submitted on the City of Rochester's website ([www.cityofrochester.gov](http://www.cityofrochester.gov)) no later than June 6, 2014. The candidate chosen for this position will be required to establish and maintain City residency.



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## CURRENT VACANCY

**POSTING DATES:** May 5, 2014 **THROUGH:** June 6, 2014

<b>JOB TITLE:</b>	<b>Executive Deputy Fire Chief of Administration</b>
<b>SALARY RANGE:</b>	<b>\$112,370 - \$126,908 / Annually</b>
<b>DEPARTMENT/BUREAU:</b>	<b>Rochester Fire Department</b>

### TYPICAL WORK ACTIVITIES:

- Leads, guides, and directs staff involved in department personnel, budgetary, procurement, reporting, communications, and fiscal activities;
- Assists the Fire Chief in the planning, direction, and review of the activities and operations of the Rochester Fire Department which includes the provision of fire and emergency medical services, fire prevention, fire suppression, handling of hazardous materials, rescue services, and administrative support services;
- Meets with representatives of the community, business groups; educational, human services, and civic action groups as it relates to their ongoing interaction with the fire Department;
- Supervises the preparation of the Department's operating and capital improvement budgets and oversees all fiscal affairs;
- Ensures the maintenance of proper discipline and efficiencies in all branches of the City's fire service;
- Directs and oversees the preparation of statistical and narrative reports and justifications for personnel, budgetary and fiscal activities;
- Oversees community relations and education and researches, develops and implements prevention and safety programs aimed at a-risk populations;
- Knowledge of the National Incident Management System (NIMS);
- Ability to act in the absence of the Fire Chief.

### DESIRED MINIMUM QUALIFICATIONS:

A Master's or Bachelor's degree **AND** ten (10) years of experience in municipal fire service which included at least five (5) years at the command level.

**APPLICATION DEADLINE IS FRIDAY JUNE 6, 2014.** APPLICATION WILL BE ACCEPTED THROUGH THAT DATE ON THE CITY'S WEBSITE: [WWW.CITYOFROCHESTER.GOV](http://WWW.CITYOFROCHESTER.GOV) OR IN ROOM 103A, CITY HALL, 30 CHURCH STREET, ROCHESTER NEW YORK 14614. PLEASE **BE CERTAIN THAT YOUR APPLICATION IS COMPLETE** AND DESCRIBES ALL RELEVANT EXPERIENCE. APPLICATIONS WILL BE REVIEWED BASED UPON THE INFORMATION SUPPLIED. RESUMES MAY ACCOMPANY BUT WILL NOT BE ACCEPTED IN PLACE OF A CITY OF ROCHESTER EMPLOYMENT APPLICATION.

**CHOSEN CANDIDATE WILL BE REQUIRED TO ESTABLISH AND MAINTAIN CITY RESIDENCY**