Position Title: Fire Chief, Anywhere Fire Department (AFD)

Reports To: AVFA Board of Directors

Supervises: Officers of the AVFD
Office Manager
All Members

Purpose of Position: The Fire Chief is the chief executive officer of the PAVFD and is responsible for directing the operations and managing the administrative business affairs of the AVFD/AVFA. The position establishes current and long-range objectives, plans and policies/procedures subject to approval of the AVFA Board of Directors.

Major Responsibilities: Direct the daily operations for the AVFD and evaluate to ensure a high level of performance.
Formulate AVFD business and administrative policy and procedures
To project and recommend budget expenditures for the AVFA/AFD.
Monitor deviations from approved budget and initiate corrective actions in order to control costs.
To develop and implement operational plans to assure alternative courses of action which provide realistic operations for the AVFD consistent with budget considerations.
To interact and coordinate with AVFD officers the statuses of present programs and react to new developments within the officers’ areas of operation.
To assume responsibility for all purchases, approve invoices for payment and approve and monitor all travel and expense accounts of all personnel.
Coordinate development of personnel recruitment and promotional programs.
To coordinate with AVFD officers overall training programs.
To attend meetings, conferences and seminars as approved by the AVFA Board of Directors.
To oversee the activities of the AVFD to assure compliance with federal and state requirements.

To maintain communication AVFA Board of Directors
identifying significant problems and developments to facilitate board management decision making.
To perform such additional administrative duties on behalf of the AVFD and AVFA that may be assigned by the Board of Directors.

Performance Criteria:  
Quantitative  
Meet current objectives of strategic plans  
Operate within the parameters of the established budget  
Manage the number of officers and personnel appointed to the AVFD’s span of control standards.
Qualitative  
Maintain effective utilization of AVFD personnel through leadership.  
Maintain awareness of supervisory programs and established department procedures affecting the recruiting, maintaining, training and performance objectives of AVFD personnel.  
Maintain a high quality fire department.

Knowledge and Skills Requirements  
This position requires a broad knowledge of the fire and emergency services industry. The position requires recruiting/selection, training, financial and supervisory skills as evidenced by experience and performance in an all volunteer or combination response system.  
State Association Firefighter 1 and Instructor 1 certifications.
EMT (desired)  
Must maintain the above certifications  
Minimum Associates Degree or equivalent education as determined by the AVFA Board of Directors  
Bachelors Degree (desired)  
Enrolled in or completed the National Fire Academy’s Executive Fire Officer Program  
Has attended at least one National Fire Academy on campus course not related to the EFOP  
A successful experience in a chief officer’s position of a fire department of comparable size or larger with volunteer firefighters.