



Job Announcement

For the position of

Division Chief

Revised 04/22/2022

Applications Open Until Filled

Salary Range - \$77,723.14 to \$101,411.07 annually

FLSA status is **EXEMPT**.

The Mohave Valley Fire Department is seeking to fill the position of Fire Division Chief. Mohave Valley is ideally positioned in Arizona along the Colorado River. Situated in the Mohave Valley tri-state area of Arizona, California, and Nevada, the district is an hour and a half from spectacular Las Vegas and 45 minutes from Lake Havasu City, AZ.

POSITION SUMMARY:

Under the direct supervision of Fire Chief, plans, organizes and directs fire department operations, services, budget, and personnel, oversees fire suppression, emergency medical services, fire prevention, fire investigation, hazardous materials management, disaster preparedness services and general administration functions; performs related responsibilities as required. Additional duties include, but not limited to, Incident Command and Operations on various types of emergency and non-emergency incidents.

This position will require after-hour emergency response which includes nights and weekends.

REPORTING RELATIONSHIPS:

This position reports to the Fire Chief. and receives general policy direction concerning District strategic goals and community issues. This position is to set clear expectations to the Battalion Chiefs, nurture a culture of accountability, community service, and administrative support personnel indirectly and all departmental personnel indirectly.

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's Degree in Public Administration or Business Administration, or a related field.
- Five (5) years of increasingly responsible industry experience, including a minimum of two (2) years of administrative and management experience equivalent to the level of Battalion Chief or higher.
- Ten (10) years or more experience in fire service operations, fire service administration, public administration

PERFERRED QUALIFICATIONS

- Applicants have a well-rounded combination of experience in suppression, prevention, emergency medical services and instructional experience.
- NFA Fire Officer II
- NFA Instructor II
- NFA Executive Fire Officer

ESSENTIAL DUTIES AND RESPONSIBILITIES

Communication:

Establishes and maintains effective working relationships with staff, Governing Board, community organizations, other fire departments, other agencies, and the general public. Makes effective verbal and written presentations, speaks before public groups on the plans, programs, and goals of the Fire Department. Advises the Fire Chief of Fire Department progress, responds courteously and tactfully to a demanding and diverse public in answering questions, explaining department policies, and handling complaints.

Mental:

Attends various meetings and represents the Fire Department and/or section. Plans, organizes, and directs a progressive public fire department with several functional areas. Organizes and directs the activities of a large staff engaged in providing fire and other life safety services. Plans, directs, and controls department activities such as: the recruitment of personnel; purchase of equipment; assignment of personnel and equipment; accreditation requirements, and budgeting and control of expenditures. Plans, organizes, coordinates, prepares, administers, and

monitors the Department budget. Analyzes and resolves operational and procedural problems. Resolves complex problems involving diverse functional areas, analyzes information, statistics, and reports on department activities. Develops plans designed to maintain department efficiency and responsiveness. Analyzes fire service needs, as well as the availability of resources, existing programs, and other related factors in developing department programs to meet those needs. Provides direction on major projects or problem areas. Develops and implements policies and procedures applicable to administrative functions and provides policy guidance and leadership. Operates fire vehicles (i.e., automobiles, fire apparatus, and heavy construction equipment), requiring a standard Arizona Driver's License to perform normal and emergency-level firefighting duties.

Knowledge and Abilities:

Knowledge of:

The theories, principles, and practices of effective public administration, with special reference to Fire Department policies, personnel, and budget administration; modern management techniques, supervisory practices, and evaluation methods; governmental organization and management; the principles and practices of effective administration with particular attention to short- and long-range strategic planning; the principles and methods of budget preparation and monitoring; the activities, objectives, and ideals of fire and life safety services and operations; the facilities, equipment, and personnel needed to provide fire and life safety services and operations; the methods, equipment, and materials used in providing fire and life safety services; and progressive approaches to employee relations programs. Incident Command System, NIMS, Blue Card Incident Command, Emergency Incident Management, etc.

Ability to:

Plan, organize, lead, and direct a progressive public agency with several functional areas; organize and direct the activities of a large staff engaged in providing optimum fire services; plan, prepare, and administer an annual departmental budget; effectively analyze and resolve operational and procedural problems; develop formal agreements and contracts with other agencies and communities; make effective oral and written presentations; and establish and maintain effective working relationships with staff, Governing Board, community organizations, other agencies and the general public. The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Application Process / Selection Process:

All applicants are required to provide copies of educational transcripts, copies of certificates/degrees, and other required documentation set forth in the job announcement or that may be relative to the position.

Cover letter and resume, review of education and experience, appropriate testing or interviews, oral interviews, background check, drug screening, final selection and post-offer, pre-employment medical/physical examination. Please be aware that applicants shall be subject to a twelve-month probationary period.

All applicants shall be subject to a criminal background check and driver record review.

Application Procedure:

- Cover Letter and Resume' must be submitted to the Mohave Valley Fire District Office, 1451 Willow Dr. Mohave Valley, AZ 86440.
- Applicant must provide copies of all degrees, certifications and /or any other documentation pertaining to the position.
- Mail or deliver to:
Mohave Valley Fire Department
ATTN: Division Chief Application.
1451 Willow Drive
Mohave Valley, AZ 86440