RECOMMENDED ACTION AND JUSTIFICATION: Policy Item: Yes ( ) No (X)

Approve the proposed class specification of Deputy Fire Chief and setting the salary at range 235 ($3,045-$3,701). This classification will be assigned to MCMCO. The Deputy Fire Chief will function at an assistant department head level.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

During the 2001/2002 budget hearings, the Board of Supervisors approved the Deputy Fire Chief position along with increasing the benefits, uniform allowance, and a vehicle for the position.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- Approve this action as proposed.
- Revise this action as the Board desires and adopt. The Board has previously approved allocating a Deputy Fire Chief position to the County Fire Department.

COSTS: ( ) Not Applicable
A. Budgeted current FY ____________________ 
B. Total anticipated costs ____________________ 
C. Required additional funding ____________________ 
D. Internal transfers ____________________ 

SOURCE: ( ) 4/5ths Vote Required
A. Unanticipated revenues ____________________ 
B. Reserve for contingencies ____________________ 
C. Source description: ____________________ 
Balance in Reserve for Contingencies, if approved: ____________________ 

SPECIAL INSTRUCTIONS: List the attachments and number the pages consecutively:
Class Spec. ____________________ 

CLERK'S USE ONLY:
Res. No.: 02-138 Ord. No. 
Vote - Ayes: Named Absent: Named Abstained: 
Approved ( ) Denied ( ) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date: ____________________ 

ATTEST: MARGIE WILLIAMS, Clerk of the Board County of Mariposa, State of California
By: Deputy ____________________

ADMINISTRATIVE OFFICER'S RECOMMENDATION: This item on agenda as:
( ) Recommended
( ) Not Recommended
( ) For Policy Determination
( ) Submitted with Comment
( ) Returned for Further Action
Comment: ____________________
A.O. Initials: ____________________

Action Form Revised 5/92
MARIPOSA COUNTY

JOB TITLE: DEPUTY FIRE CHIEF

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

At the direction of the Fire Chief, to assist in planning and organizing the operation of the Mariposa County Fire Department, including non-law enforcement communications pursuant to County Code 2.80.060; assist the Chief in administering, budgeting, training, purchasing and planning for the volunteer fire programs, other emergency planning programs and activities, including County OES responsibilities. Employees in this classification receive minimal supervision within a broad framework of policies and procedures. This job class functions at an assistant department head level of classification requiring the application of professional, administrative, and supervisory skills to maximize emergency response capabilities and to coordinate department activities with other departments and agencies. The position is required to be on-call and subject to extended work hours.

SUPERVISOR: Fire Chief

TYPICAL DUTIES:

- Assists Chief in planning, organizing, directing, coordinating and controlling the programs and activities of the department through staff, contract, and volunteer efforts

- Assists in developing short and long-range goals for programs and activities and sets objectives to attain established goals

- Analyzes and evaluates the effectiveness of existing operations and recommends implementation improvements in departmental services

- Reviews program funding needs and participates in the formulation, preparation, and presentation of the departmental budget

- Assists in overseeing the maintenance of the departmental fiscal records and budgetary controls
MARIPOSA: Deputy Fire Chief

TYPICAL DUTIES: (cont’d)

- Consults and coordinates with other departments, other agencies, and user groups concerning assigned tasks

- Assists in the allocation of resources and appropriate planning for the development of a County-wide fire service

- Serves as custodian of the Mariposa County Emergency Plan and keeps it up-to-date.

- Performs building inspections and enforces building standards adopted by the State Fire Marshal and published in the California Building Standards Code relating to Fire and Panic Safety and other regulations of the State Fire Marshal pursuant to the Health and Safety Code section 13146 as amended from time to time, as assigned

- Assists in coordinating fire protection and fire prevention activities and supervises these efforts

- Coordinates and attends monthly meetings of the Volunteer Fire Chiefs Association

- Designs, administers, and maintains records concerning comprehensive training programs

- May supervise and direct the training and development of departmental personnel

- May select, assign, direct, review, and evaluate the work of subordinate staff

- May prepare draft contract agreements for review

- May appear before the Board of Supervisors

- Prepares reports and correspondence for the Chief, Board of Supervisors, Administrative Office, and other agencies

- Attends meetings and conferences as directed
MARIPOSA: Deputy Fire Chief

EMPLOYMENT STANDARDS:

Knowledge of:

- the principles and effective practices of administration and organization
- local government organization and operation
- fire prevention, protection, and administration
- federal, state and local codes, rules and regulations that apply to the duties of the position
- principles of personnel management
- principles and practices necessary to plan, organize, direct, implement, evaluate and coordinate complex and varied programs
- governmental finance and budgeting procedures as they affect an operating department
- federal and State policies and plans for emergency services and disasters
- functions and services of centralized communications

Ability to:

- plan, direct, coordinate and administer the work of staff engaged in diverse technical and administrative programs and activities
- formulate and implement countywide emergency service plans
- analyze emergency situations accurately and adopt effective course of action
- perform building inspections and enforce building standards adopted by the State Fire Marshal and published in the California Building Standards Code relating to Fire and Panic Safety and other regulations of the State Fire Marshal pursuant to Health and Safety Code section 13146 as amended from time-to-time, as assigned.
MARIPOSA: Deputy Fire Chief

Ability to: (cont’d)

- establish and maintain effective working relationships with the public, public officials, other departments and government agencies, boards, commissions, and other interested parties

- work effectively in the coordination of volunteer fire groups and individuals, including volunteer personnel

- interpret and evaluate departmental policy and program practices, define problem areas, plan, coordinate, and initiate action to implement policy decisions

- exercise initiative, ingenuity, and sound judgment in solving difficult administrative, technical, and personnel problems

- assists in developing and implementing short and long-range departmental goals and objectives

- prepare and present clear, concise, and logical oral and written reports

- coordinate departmental activities with other departments and agencies

MINIMUM QUALIFICATIONS:

Education

Graduation from high school or equivalent. A bachelor’s degree in fire services, public safety, business or public administration is desirable.

Experience

Five or more years of increasingly responsible supervisory or administrative experience in or with a fire organization, including volunteer organizations and at least one year of experience working in or with a State, federal, or local government emergency agency such as ambulance, fire, police, or sheriff.

Possession of:

- A valid California driver’s license, Class B Firefighter minimum
MINIMUM QUALIFICATIONS:
Possession of: (cont’d)

- Emergency Medical Technician 1B certificate
- State Fire Marshal Fire Officer Certification
- State Fire Marshal Level One instructor
  and
Must obtain State Fire Marshal Chief Officer certification
within one year to remain in the position.