

**EXHIBIT A
CITY OF REDWOOD CITY
DEPUTY FIRE CHIEF**

DEFINITION

Under administrative direction, performs responsible management, technical, personnel, and administrative work. Plans, directs, supervises, and participates in the activities of one or more major divisions, takes command of the department in the absence of the Fire Chief, and does related work as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Fire Chief

Responsibilities include direct and indirect supervision of all Battalion Chiefs, administrative and fire prevention personnel including sworn and non-sworn professional, technical and support personnel.

EXAMPLES OF IMPORTANT DUTIES

Depending upon assignment, duties may include:

Prepare and administer the operating and capital projects budgets.

Control budget expenditures, and assist in the development of policies and procedures.

Handle a variety of personnel issues and assure consistent application of policies and procedures.

Research and evaluate modern fire protection practices.

Complete and review employee performance evaluations and takes appropriate action.

Represent the City and Fire Agencies through professional interactions with the public, community groups, and professional organizations.

Prepare directives, completes a variety of technical and departmental reports and projects.

Communicate in a clear, effective and concise way both orally and in writing.

Will perform other duties as assignment or required.

EXAMPLES OF ESSENTIAL DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

1. Assist in the development of goals, objectives, policies and priorities. Recommend contemporary practices.
2. Plan, direct, supervise and coordinate the activities of sworn and non-sworn personnel in providing an acceptable level of Fire protection and Prevention, emergency medical care, hazardous release containment, rescue and related emergency services.
3. Formulate, interpret, implement and enforce rules, procedures, practices and policies.
4. Research and evaluate modern fire protection methods.
5. Review employee performance evaluations and take appropriate action where necessary.
6. Prepare and administer a Fire Department budget.
7. Confer with citizens and City officials on fire protection and emergency service issues and assist in the development of innovative fire service practices.
8. Assist in coordinating fire protection activities with the activities of other City departments and other emergency services agencies.
9. Supervise, train, and evaluate staff.
10. Oversee personnel actions including investigations, discipline, recruitment and labor relations activities.
11. Serve as Acting Fire Chief.
12. Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

KNOWLEDGE OF:

Modern principles and practices of fire protection, hazardous materials

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inspection and suppression program development and administration.

Pertinent Federal, State and local laws, ordinances, codes and regulations including those pertaining to fire prevention, inspection, and suppression.

Principles and practices of organization, administration, budget, and personnel management.

Fire service supervisory and management procedures and techniques for controlling, preventing and reducing fire losses.

ABILITY TO:

Understand and demonstrate a variety of management skills.

Analyze statistics and prepare comprehensive reports;

Assist in planning and coordinating work.

Administer and effectuate departmental policy.

Interpret and apply Federal, State and local policies, procedures, laws and regulations, read and interpret technical material in the field.

Plan, lay out, supervise and coordinate the work of a large number of subordinates performing varied operations connected with Fire Service activities.

Communicate clearly and concisely, both orally and in writing.

Make effective public presentations.

Formulate and administer sound departmental policy.

Command respect of all subordinates and maintain discipline.

Establish and maintain effective working relationships with City officials, State and local authorities, other emergency service agencies and the general public.

Be flexible and adaptive to change in the workplace and initiate change to accomplish modern fire service practices.

Handle complex assignments and perform other duties as required.

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Interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

SKILLS TO:

Analyze data and present conclusions.

Provide leadership, management and supervision.
Develop administrative systems.

Operate modern office equipment and computers.
Operate a motor vehicle safely.

Effectively communicate orally and in writing.

Evaluate the effectiveness of personnel, administrative systems and Fire Department operations.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying.

A typical way to obtain the knowledge, skills and abilities would be:

EXPERIENCE

Five years of responsible supervisory and administrative experience at the level of a Fire Battalion Chief or above.

EDUCATION:

An Associate of Arts degree from an accredited college or university with major course work in Fire Science, Public Administration, or a closely related field. A Bachelor's degree is highly desirable.

LICENSE OR CERTIFICATE:

Possession of and ability to maintain a valid California Driver's license.

California Chief Officer Certificate is required by the end of the one year

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probation period.

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SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with ability to sit, stand, walk, kneel, crouch, squat, stoop, reach; exposure to outdoors, heat, confining work space, electrical and chemical hazards and dust.

Ability to visit and move about construction sites, fire scenes, and emergency sites to evaluate investigation and suppression activities.

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**ADA
DOCUMENTATION OF ESSENTIAL DUTIES**

- | | |
|---------------|----------------|
| 1. SWE | 8. SAE |
| 2. SDE | 9. MAE |
| 3. SME | 10. MAE |
| 4. SAE | 11. OAE |
| 5. SAE | 12. OAE |
| 6. SDE | |
| 7. SAE | |

**DOCUMENTATION SCALES AND CODES
FOR ESSENTIAL DUTIES**

Time Spent:

- | | | |
|----------|--------------------|-----------------------------------|
| S | Significant | 10% of day, week, or month |
| M | Moderate | 5-9% |
| O | Occasional | Less than 5% |

Frequency:

- | | |
|----------|------------------|
| D | Daily |
| W | Weekly |
| M | Monthly |
| A | As needed |

Supervision/Manager Review:

- | | |
|-----------|---|
| E | Major focus of job/position |
| NE | Minor (can easily be assigned to another person) |

Effective Date:

Bargaining Group: Redwood City Chief Officer Association

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