



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 661.1

Job Title: **FIRE ADMINISTRATOR (EXECUTIVE LEVEL)**

Pay Grade: 30

### **GENERAL SUMMARY:**

Performs complex and varied administrative and supervisory duties in planning, organizing, directing and coordinating the operation of a division within the Fire Department.

### **RESPONSIBILITIES:**

- Plans, organizes, administers, supervises and reviews operations, facilities and personnel in a division of the Fire Department.
- Reviews operations regularly and evaluates division's performance. Recommends and implements improvements.
- Schedules, supervises and evaluates division personnel and solves personnel problems.
- Provides the Fire Chief with recommendations on general administrative policy and procedure changes.
- Advises management staff as policies are established/changed by the Fire Chief.
- Represents the division in meetings with other divisions/departments and outside agencies and committees.
- Represents the Fire Chief in meetings and conferences as requested.
- Provides public information regarding the division and assists with department media relations.
- Develops and administers the fiscal budget for a division or major area of the Fire Department.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Business Administration, Public Administration, Management, Fire Science or a related field.

#### **EXPERIENCE:**

Seven years of administrative experience is required, with at least three years in a supervisory capacity.

A Master's degree in an administrative/management field may be substituted for two years of the experience required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

#### **COMPLEXITY:**

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

## **SPECIFICATIONS: (continued)**

### **IMPACT OF ACTIONS:**

Errors in work could lead to significant expense and inconvenience. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

#### **Indirect Supervision:**

Involves supervision and evaluation of work as a Manager or the equivalent.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with Deputy Directors. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

#### **External Contacts:**

Level of external contact is primarily with prominent persons such as community leaders, business and industry leaders as well as officials of government and financial agencies and media representatives. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

### **PHYSICAL EFFORT:**

The position is physically comfortable, the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make simple gross motor responses within large tolerances.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Fire Administrator (Executive Level)

*Effective: October 1990*

*Revised: August 2004*