Lakewood Fire District No. 1

(732) 364-5151
Fax (732) 370-4878

316 River Avenue • Lakewood, New Jersey 08701

Deputy Fire Administrator

(Unclassified Position)

Lakewood Fire District No. 1 (under the authority of the NJ Civil Service Commission) is seeking a Deputy Fire Administrator (DFA) to assist in the administration of the combined career and volunteer Lakewood Fire Department. The duties of the DFA does not include fire suppression and/or other emergency response. The DFA will report to the Fire District Administrator who serves as the Chief Administrative Officer of the Fire District. The length and terms of employment will be detailed as per an Employment Agreement.

BACKGROUND

The Lakewood Fire District provides fire protection services for the Township of Lakewood, which is the seventh most populous municipality in New Jersey. Lakewood is located in Ocean County and borders the municipalities of Brick Township, Jackson Township and Toms River in Ocean County as well as Howell Township in Monmouth County. Lakewood has a total area of 24.982 square miles with a population density of approximately 3,714 persons per square mile. The present population exceeds 125,000 and the Township of Lakewood is often referred to as the fastest growing community in the United States. It is anticipated by 2025, the population will exceed 225,000.

The Lakewood Fire District, through the combination career and volunteer Lakewood Fire Department, is faced with a growing urgency to provide increased fire protection services to meet the needs of the rising population and subsequent housing construction that is transforming Lakewood into more of a city than a small town. A Deputy Fire Administrator is being sought to assist in the administration of the combined career and volunteer fire department as well as to plan for and manage the future growth of the department. **This shall include, but not be limited to, recruiting and supporting the development of firefighters and fire officers, emergency communications, training, procurement and maintenance of apparatus, equipment and facilities, etc.**

PREFERRED QUALIFICATIONS

- Seasoned career firefighter with at least five years of progressively responsible administrative, supervisory and fire suppression experience as a Chief Officer (rank of Battalion Chief or higher).

- May consider a career Fire Officer of a rank below that of a Chief Officer providing the candidate possesses at least five years of progressively responsible administrative, supervisory and fire suppression experience in a municipality with a population in excess of 100,000.

- Associate's Degree and/or Bachelor's Degree in Fire Science or related field.
- Master's Degree in Fire Science, Emergency Management, Public Administration, or related field highly preferred.
- Valid New Jersey Department of Community Affairs (NJDCA) Incident Management Level 2 Certification with a preference for Incident Management Level 3 Certification.
- Valid NJDCA Certification as a Fire Service Level 2 Instructor.
- Valid NJDCA Certification as a Fire Inspector and/or Fire Official with proven experience in the review and interpretation of Site Plans.
- Knowledge of NJ Civil Service rules and regulations.
- Knowledge of water supply requirements for fire protection and fire flow.
- Familiarity with procurement of apparatus and equipment as well as facilities maintenance.
- Valid New Jersey Driver's License.

SALARY

- Commensurate with qualifications and experience.

SUBMISSION OF COVER LETTER AND RESUME

To be considered, cover letter and resume must be received no later than: April 18, 2018, at 2:00 p.m. They may be mailed or emailed to:

Vincent J. Vitiello, Fire Administrator
Lakewood Fire District No. 1
316 River Avenue
Lakewood, NJ 08701
vvitiello@lakewoodfd.org

- **For additional information, please refer to the Job Specification: Deputy Fire District Administrator which follows**

Job Specification: Deputy Fire District Administrator

Unclassified
***N.J.S.A.* 11A:3-5(u)**
***N.J.S.A.* 40A:14-70 et seq.**
***N.J.A.C.* 4A:3-1.3 (a)5**

Definition:
Under the direction of the Fire District Administrator (FDA), assists in planning, organizing, and managing the administrative and fiscal functions within a fire district; does other related work as required.

NOTE: Fire suppression and/or other emergency response are specifically excluded from the above related duties, as these shall fall under the direct supervision of the Chief Fire Officer or other designated official.

NOTE: A Deputy Fire District Administrator who is also a member of an emergency response organization within the Fire District may participate in fire suppression and/or other emergency response activities; as well as other activities of that organization in a volunteer capacity. The above-mentioned participation is subject to the orders and supervision of the Chief Fire Officer and/or other superior officers of the organization. In the event that a Deputy Fire District Administrator shall be chosen as the Chief Fire Officer or other superior officer of such a volunteer organization, any fire suppression and/or other emergency response activity engaged in shall not be construed as performing duties under this title.

Examples of Work:

Assists in the administration of fire district affairs, including but not limited to, providing assistance in integrating and coordinating activities related to purchasing, personnel and budget.

Assists in the preparation of the budget and assists in the administration of budgetary controls.

May advise the board on policy matters.

Assists in the supervision of administrative matters in the fire district.

Assists in the preparation of agenda and may attend meetings with the board of commissioners in the absence of the FDA.

Assists the FDA in maintaining liaison between the board of commissioners, the fire district attorney and other professionals.

Assists the FDA in their capacity as administrative consultant to the line officers of the fire district.

Receives, distributes, and addresses questions, comments and problems presented by interested citizens.
Assists in public relations matters.

Assists in editing and compiling public information releases.

Assists in preparing specifications, managing the bid process, and in purchasing and budget implementation; assists in enforcing and executing terms and conditions of same from external and/or internal sources.

May represent the Fire District/Board of Fire Commissioners at meetings and public events as required.

Completes employee evaluations, supervises work operations, and has responsibility for effectively recommending the hiring, firing, promoting, demoting and/or disciplining of employees.

May coordinate collective bargaining sessions under the direction of the FDA.

Prepares and supervises the preparation of clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Supervises the establishment and maintenance of extensive records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Requirements:

Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

Experience:

Three (3) years of experience in administration and management involving program development, establishment of policies and procedures, budget preparation/financial planning and personnel management and administration.

NOTE: Possession of a Master's degree from an accredited college or university with a major course of study in Business or Public Administration, Fire Science, or Personnel Management, Management Science, or in a program related to organization, operation, administration and control of public or private organizations may be substituted for one (1) year of the above experience.

License:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Knowledge and Abilities:

Knowledge of the techniques used to integrate and coordinate varied fire district activities.

Knowledge of the problems involved in the administration of fire district affairs.

Knowledge of business and of management principles, practices, methods and techniques.

Ability to assist in planning for the effective utilization of available funds, personnel, equipment, and supplies.

Ability to provide advice, assistance and consultation on business and administrative matters.

Ability to assist in the supervision of varied business, administrative and financial operations within the fire district.

Ability to assist in supervising the preparation and administration of the budget.

Ability to supervise staff and evaluate their work performance.

Ability to assist in maintaining liaison and cooperative working relationships with other officials and staff of the fire district and municipality.

Ability to prepare and supervise the preparation of clear, sound, accurate, and informative reports containing findings, conclusions, and recommendation

Ability to supervise the establishment and maintenance of extensive records and files.

Ability to plan, organize and coordinate work in situations where diverse demands are involved.

Ability to utilize various types of electronic and/or manual recording and information systems used by the district.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such person may not be eligible.

(Title Code to be determined)

Draft 12/11/2017, Updated 1/2/2018