



FORT MOJAVE MESA FIRE DEPARTMENT

Executive Recruitment

- Fire Chief



Fort Mojave Mesa, Arizona

The Fort Mojave Mesa community is located in Northwest Arizona directly on the borders of California and Nevada. Fort Mojave Mesa Fire Department is a special district and is recognized as an unincorporated political subdivision of the State of Arizona located in Mohave County.



Fort Mojave Mesa Fire Department (FMMFD) is an organization of 40 dedicated, community-service oriented people that serve more than 15,000 residents and its visitors. We are also an all-risk public safety agency, which means we respond to all emergencies and hazards with the exception of those that are the responsibility of law enforcement.

FMMFD services include fire suppression, technical rescue and advanced life support, including paramedic ambulance transport services and a full range of fire prevention, consulting, and investigative services. We provide these services through Administration, Prevention, Training, Disaster Preparedness, Emergency Medical Services, and two strategically located fire stations with a minimum of 11 people on duty daily.



Fort Mojave Mesa's Fire Chief

The Fire Chief serves as the Chief Executive Officer of the Fort Mojave Mesa Fire District, providing the knowledge, skills, and leadership for the Operations, Fire Prevention/Public Education, and Administrative Divisions of the District. The Fire Chief represents the District in a variety of positions within the community to promote public understanding and support of Fire/EMS services throughout the Fort Mojave Mesa area. The Fire Chief shall perform all duties as defined in A. R. S. § 48--803(D). Teamwork, service and respect for diversity are priorities when working for the Fort Mojave Mesa Fire District.



Essential Job Functions

- Directs the administration of the District through effective leadership over all District personnel and programs.
- Oversees the development and management of effective human resource practices, including but not limited to recruitment, selection, employee/labor relations, employee benefits, compensation administration, training/development, and employee assistance.
- Develops, directs, informs, and enforces FMMFD policies and procedures.
- Maintains harmonious working relationships between all District employees.
- Develops, administers, and effectively manages the operating and capital budgets of the District within the tax levy rate, as set by the District Board of Directors.
- Ensures sufficient materials, information, and staff are available for budget preparation and presentation.
- Ensures that there is accurate and timely accounting of District finances to the Fire District Board.
- Pursues, develops, and implements alternative funding and revenue opportunities.
- Recommends strategic initiatives, projects, and opportunities to the Board.
- Collaborates with the Board and staff to develop and implement a strategic plan, which is reviewed and updated annually.
- Develops, in conjunction with the District management team, the appropriate tactics to achieve the goals and objectives of the strategic plan.
- Procures, maintains, and manages all fire district assets.
- Identifies and actively pursues grant funding opportunities; prepares and submits grant applications.
- Prepares the District to meet all training needs.
- Evaluates and reviews the performance of assigned staff.
- Maintains a personal and District community involvement, as well as encourages individual employees to actively participate in community activities not directly related to FMMFD.
- Supports, coordinates, and interfaces with all officers of the District.
- Prepares and presents a verbal monthly report to the Fire District Board, as well as a written annual report including significant activities, outstanding achievements, specific goals or major tasks achieved, and upcoming events and challenges.

THE FIRE DEPARTMENT'S MISSION

IT IS THE MISSION OF THE FORT MOJAVE MESA FIRE DISTRICT TO PROVIDE ALL-HAZARD SERVICES TO THE CITIZENS AND VISITORS OF THE DISTRICT

- Conducts, attends, and interacts in meetings with FMMFD personnel, public agencies, and the public.
- Manages outside consultants.
- Oversees major projects on behalf of the Fire District Board.
- Manages the District's public relations and community participation efforts.
- Represents the District in all communications and relations with other fire districts, vendors, and the public.
- Directs and oversees the preparation of materials for Board meetings including agendas, meeting minutes and reports to the Board.
- Directs the legal posting and publication of legal advertisements.
- Manages the District's public and financial records control systems including internal audits, bank controls, tax audits and Records Retention and Disposition schedule.
- Coordinates with District legal counsel to ensure compliance with applicable federal, state and local laws and regulations.
- Manages public and financial records including implementation of the District's Records Retention and Disposition schedule.
- Ensures that all records are released according to legal requirements.
- Oversees the procurement and management of all fire district assets, ensuring compliance with applicable laws and District policies.
- Manages the District's inventory of resources, equipment, and facilities and manage the maintenance of all resources, equipment and facilities.
- Represents the District with County and State offices such as Clerk of the Board, Assessor's office, Recorder's office and State Department of Revenue on such projects as annexations and elections.
- Maintains a personal and District community involvement as well as encourage individual



employees to actively participate in community activities not directly related to FMMFD.

- Reviews various materials for compliance with FMMFD policies, state and federal laws and regulations.
- Maintains authorized staffing levels.
- Ensures necessary safety procedures are in place and followed by all District personnel.
- Directs the analysis of fire and emergency service needs and develop plans and techniques to provide adequate protection for the FMMFD.
- Oversees coordination with neighboring departments and emergency service agencies.
- Oversees ongoing evaluation of the operational readiness and performance of emergency preparedness and response systems.
- Monitors local, state and federal legislative activities, given fire service issues, in order to enhance the effectiveness of the District.
- Manages the Bylaws, Resolutions, and other legal instruments of the Board.
- Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly with other agencies to provide seamless customer service.
- Maintains competency in current operational procedures and keeps abreast of current trends in both modern fire service and emergency medical services management.
- Maintains professional education and interaction at meetings and conferences to keep abreast of changes in requirements which affect the District and current trends in the fire/EMS field.
- Maintains positive relationships with elected or appointed officials, other Fire/EMS officials, community and business representatives, and the public on all aspects of the District's activities.
- Represents the FMMFD in a variety of local, county, state, and other meetings.
- Maintains positive working relationships with FMMFD employees.
- Performs the duties of command personnel as required.

Minimum Qualifications

- Bachelor's Degree in Public Administration, Business Administration, Fire Science or other related field from a nationally accredited college or university.
- Ten (10) years of fire service experience, including at least five years in Fire/EMS operational or administrative management, at the level of Battalion Chief or higher.
- Valid Arizona Driver's License, or ability to obtain within 30 days of employment.
- Prior experience in preparation and administration of budgets, preferably in a governmental setting.
- Ability to speak, read, and write the English language.
- Meets insurability requirements of the District's insurance carrier.
- Resides within 50 mile driving radius of the District boundaries.



Preferred Qualifications

- The District prefers the Fire Chief to live in Fort Mohave, but must minimally live within 20 miles of the District.
- Master's degree in Fire Administration, Business or Public Administration or other related field.
- Executive Fire Officer (EFO) or Chief Fire Officer (CFO) designation.
- Current Emergency Medical Technician (EMT) or Paramedic (CEP) certification, either Arizona or National Registry, or the ability to obtain within 6 months.
- Understanding and working knowledge of statutory requirements of Arizona special districts.





Fort Mojave Mesa Fire District - Fire Chief

Salary range: \$93,000 to \$128,000

Starting salary is dependent upon experience and qualifications. The Fort Mojave Mesa Fire District also includes an excellent benefit package.

Please submit a signed and completed application, resume and any other relevant supporting documentation

no later than 5:00PM PST on Monday, April 19, 2021

Application materials must be sent electronically, with return receipt request, to:

recruitment@esci.us



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