



Rio Arriba County

VACANCY NOTICE

JOB TITLE: FIRE AND EMERGENCY MANAGEMENT SERVICES DIRECTOR

Department: Fire & Emergency Management
Hourly: M-12 Per Schedule
Position Status: Full-Time
FLSA Status: Exempt
Closing Date: September 19, 2022

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

The Director of Fire and Emergency Management Services coordinates, plans and oversees daily operations related to fire protection mitigating and emergency planning and response for the County.

Essential Job Functions:

- Oversee, plan, coordinate and evaluate the effectiveness of the Rio Arriba County Fire and Emergency Management Services Department and will formulate programs, policy recommendations and projects to alleviate deficiencies;
- Coordinates and supervises the day-to-day activities of all the support staff assigned to the Department including volunteers;
- Will oversee grants and will assist department assigned staff and volunteers with all fiscal management and budgetary responsibilities;
- Responsible for all Rio Arriba County Volunteer Fire Departments; coordinates with the fire departments all activities including training; takes command and control of county fire fighters and equipment during incidents;
- Ensure the communication, implementation and training of Rio Arriba County's Emergency Operations Plan (EOP) in coordination with the Sheriff's Department, Planning and Zoning Department, Risk Management Coordinator, County Management and colleagues at the local, municipal, tribal, state and federal levels;
- Develops and approves firefighting and emergency medical training programs and provides these programs to the volunteer fire departments;
- Works with other County Supervisors and employees to implement fire prevention programs, reduce fire hazards and promote safe work habits;
- Assists the County fire departments in preparing each department's budget for submission to the County Commission for approval. Monitors expenses, assists the RAC County Manager and the County Board of Commissioners in prioritizing and planning expenditures of the Fire Tax;
- Prepares reports and presentations to the Rio Arriba County Manager, the Board of County Commissioners and to the public as needed;
- Assists County volunteer fire departments in preparing grant applications;
- Assists County-owned fire departments in preparing specifications for fire apparatus and equipment, as well as oversees all purchases requested by the fire departments;

- Attends planning meetings, county commission meetings and other participation on boards or committees as needed;
- Negotiates mutual aid agreements with other Federal, State, County or municipal entities;
- Participates with the County Management Team in strategic planning for the County and other administrative and professional duties as assigned;
- Supervises all fire prevention activities;
- Assists the County's Planning and Zoning Department office as needed in reviewing subdivision plans to ensure County regulations relating to new developments to ensure Fire and EMS access are adhered to;
- Works with all county offices in civil preparedness and act as a liaison with State and Federal agencies as necessary or assigned;
- Works with County fire departments and volunteers to update bylaws, developing a code of conduct, disciplinary procedures, safety programs, and all other activities which assists, protects, and promotes the volunteer fire departments;
- Periodically conducts inspections of fire department facilities, personnel and equipment, reviews report of activities for compliance with State Fire Marshal requirements;
- Quantifies and coordinates with the Public Works Department to document County losses during extreme weather events and natural disasters;
- Coordinates with FEMA and the NM Department of Homeland Security and Emergency Management;
- Establishes a fleet and equipment management program which insures systematic inspections, maintenance and repair which keeps equipment in a state of readiness;
- Evaluates and organizes radio and phone communication systems for the fire departments in coordination and conjunction with local fire departments;
- Prepares resolutions, ordinances, and correspondence as needed;
- Keeps abreast of legislation, developments and advances in technology by attending technical conferences and seminars and through professional publications; conducts public relations campaigns to present changes in policies and laws to encourage fire prevention and protection practices; keeps County Management advised of changes or innovations in the fire prevention and protection field, status of programs and activities, and major problems that arise;
- Assists the County Management by representing the County at Local, State, Tribal or Federal governmental meetings, various conferences and makes public or private appearances for the purpose of negotiating or proposing solutions to mutual problems and discussing or interpreting issues involved in current problems; negotiates mutual aid agreements with other Federal, State, County and Municipal fire departments and recommends implementation to Management;
- Participate in E911 monthly meetings as Directed by Management;
- Operates County owned/leased motor vehicles;
- Performs other duties as assigned by the County Manager/Deputy County Manager.

Knowledge / Skills:

- Any combination of education, training and experience equal to ten (10) years, of which five (5) must be in management experience related to fire and or emergency management service provision, and at least three (3) years must be in a supervisory or managerial capacity. College education or state certifications in relevant areas may be substituted for general experience at the rate of nine (9) months for one (1) year of experience;
- Full time paid experience as a firefighter, fire chief, fire crew chief, fire inspector, or other specialized position in fire protection and prevention.
- Work experience in developing long-range fire protection plans and budgetary needs, firefighting procedures for new and unusual conditions, and courses of instruction in fire prevention and fire protection practices;
- Demonstrated experience acquiring and managing legislative funding;

- Understanding of wildland fire mitigation and best practices in the western United States;
- Ability to work with a variety of professional in the public safety field, often times under stressful circumstances;
- Valid New Mexico Driver's License;
- Good driving record, must be insurable for liability purposes;
- Comprehensive knowledge of firefighting and fire prevention theory and techniques, operation of fixed and mobile firefighting equipment and the ability to plan and direct fire protection and prevention programs and operations;
- Knowledge of civil defense and civil preparedness principles, practices and techniques and ability to carry out and direct emergency procedures;
- Comprehensive knowledge and demonstrated ability to apply accepted management principles practices, methods and techniques in the direction and control of assigned programs, to plan for future contingencies, and to determine the best possible course of action in solving management problems and increasing efficiency and effectiveness;
- A high degree of skill in written and verbal communication and in human relations techniques to encourage, persuade and motivate Managers, Supervisors, employees and the general public to observe fire prevention practices, rules and regulations;
- Good speaking and writing skills;
- Verbal and written communication in Spanish language is a plus;
- General knowledge of fire codes or standards which are applicable to building construction and equipment activities to evaluate compliance;
- Skill in planning, organizing and supervising the work of a small staff in the accomplishment of desired objectives;

Minimum Qualifications

- High School Diploma
- An Associate's Degree in fire or emergency management, planning, business administration, or a related field, or at least 10 years of increasingly responsible work experience in the planning, development, oversight or administration of fire and emergency response services and/or administration of fire preparedness or response and supervisory experience within local, state, tribal or federal government; or equivalent in experience as describes above, with at least four (4) years of direct management/supervisory experience. Or an equivalent combination of education and experience.

Working Conditions:

Employee will work inside and outside in all kinds of weather. Employee must be commissioned/deputized by County Elected Sheriff. On-site inspections involve exposure to operating equipment and machinery, dust, fumes and smoke, and high noise levels. Employee will be on a 24-hour emergency call.

Part of the work involves exposure to unusual and potentially dangerous conditions. Protective gear is required. Employee will manage disasters and/or incidents countywide. Employee will be required to travel within County and occasionally out of State. Protective clothing/devices are used: Fire protection gear masks, gloves, goggles.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be construed as an exhaustive list of all duties, responsibilities, and skills required for this position. Evening, holiday, and weekend work outside of normal business hours may be required as well as travel and attendance at meetings. Must be available for planned and emergency maintenance and to provide customer support 7x24x365 for enterprise computing and software environments and in the event of County emergencies.

Conditions of Employment:

*P.O. Box 127 * Tierra Amarilla, New Mexico 87575 * Phone (575) 588-7254 * Fax (575) 588-7810*

*Espanola Annex * 1122 Industrial Park Road * Espanola, New Mexico 87532 * Phone (505) 753-2992 * Fax (505) 753-9397*

Selected candidate must submit to and pass a County paid pre-employment drug and alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

Please send an e-mail with your Letter of Interest, Resume and [Job Application](mailto:JobApplications@rio-arriba.org) to JobApplications@rio-arriba.org