

Town of Brooklyn
Fire Departments
Fire, EMS, Emergency Administrator
Management Director
Draft

POSITION SUMMARY This managerial position oversees the administrative functions of the municipal volunteer Fire, EMS services and the Emergency Management Homeland Security Director for the Town of Brooklyn. Position includes administrative work for fire and emergency medical services, including budgeting, record keeping, grant writing, purchasing, management analysis, policy development, maintenance, and repairs to facilities and apparatus. As the Emergency Management Homeland Security Director, plans, organizes, administers, and coordinates the Town's emergency management program in accordance with Federal, State and local laws, policies, procedures and regulations.

GENERAL DUTIES Collaborates and assists fire and emergency medical services with recruitment, retention and recognition programs for volunteer members including verifying member's eligibility for pension plan credits and life insurance benefits. Monitors and reviews incentive plans such as point system, stipends, and reimbursements to assure proper payment. Reviews and assists fire departments with annual budget and monitors department expenditures and receipt of payments to insure sound fiscal management and the efficient use of budgeted funds, personnel, materials, and time. Reviews financial statements and reports. Responsible for purchasing oversight including: apparatus service contracts, annual vehicle inspections, ambulance billing contracts, equipment purchase orders, facilities upkeep and repair. Prepares and assists in preparing bid documents and RFP's. Seek vendors for hose, ladder, SCBA testing. Responsible for assuring proper billing practices of EMS revenue recovery program and the costs of the regional paramedic intercept program. Maintains training records and assists with planning and scheduling of mandatory training and combined drills for fire departments. Ensures training complies with OSHA and safe work practices. Serves as custodian of various documents and records and maintains data on employees including training, certifications, rank and vital statistics. Facilitates standardization between two fire departments to improve efficiency and effectiveness of

submits reports to state and federal agencies including NFIRS, ISO, MIC License renewal, and Ambulance Rate Applications. This position communicates regularly with Fire/EMS Officers to determine the needs of the Departments. Collaborates with the Town Selectman, Board of Fire Commissioners and Fire Departments leadership to establish, maintain, and fulfill fire department goals and objectives. Participates on various local and regional task forces, agencies, and town committees. Performs related work as required. Works under the general direction of the Town Selectman and the Brooklyn Board of Fire Commissioners. SUPERVISION EXERCISED: Provides non-emergency supervision to all Fire Department members on Town policies and regulations. ADDITIONAL SKILLS: Strong computer skills including proficiency with word processing, spreadsheets including QuickBooks, and presentation software. Knowledge of fire radio equipment and communications. Ability to work collaboratively with varied personalities to establish and maintain effective working relationships within the Town of Brooklyn and the surrounding communities. Ability to effectively manage change PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function. While performing the duties of this job, the employee is regularly required to use hands to handle, feel, and operate office equipment, or controls, and reach with hands and arms. The employee is regularly required to sit. The employee is occasionally required to walk, talk, hear, sit, and smell. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must pass physical examination and drug screen.

QUALIFICATIONS: A bachelor's degree from an accredited college or university required or, eight to ten years of experience as a Chief Officer of a municipal fire department. A minimum of eight years volunteer or paid fire department service and EMS experience (ambulance experience preferred) Connecticut Fire Officer 1 Certification or higher preferred. Connecticut Fire Service Instructor I or higher preferred. Prior experience in Emergency Management. Valid Connecticut Driver's license required, Class B or Q preferred Additional appropriate experience may be allowed as a substitute for required qualifications.