

	UNIFIED FIRE AUTHORITY ORGANIZATIONAL MANUAL	
	Affiliation: Administration Policies	
	Title: Assistant Chief	
	Number: 910 - 010	
	Approved: 2/22/2024	By: Fire Chief Dominic Burchett
Last Reviewed:	By:	

REFERENCES

- [UFA Policy and Procedure – General Human Resources Definitions](#)
- [UFA Policy and Procedure – Filling of Job Vacancies](#)
- [UFA Policy and Procedure – Recruitment](#)
- [UFA Policy and Procedure – Employment Status](#)
- [UFA Policy and Procedure – Occupational Licensure and Certification Requirements](#)

PURPOSE

The purpose of this policy is to provide information on the minimum requirements and the selection process for the position of Assistant Chief.

POLICY

When a selection process for any position occurs, there will be a recruitment notice issued by the Human Resources Division. That notice will be issued in accordance with UFA Policy and Procedure - Filling of Job Vacancies and UFA Policy and Procedure - Recruitment. This notice will be posted for a period of at least 15 calendar days.

The recruitment notice will be accompanied by a job description and will include information regarding the process to apply, the specific minimum requirements and an overview of the selection process including anticipated dates.

OVERVIEW OF THE POSITION AND DEVELOPMENT OPPORTUNITIES

Assistant Chiefs manage a section that oversees multiple divisions and are responsible for performing executive level functions to assist the Fire Chief in the overall administration of the UFA. Assistant Chiefs work closely with the Board of Directors, Municipality and County leadership, and other private and public partners. Assistant Chiefs are At-Will Staff employees and may be assigned to serve as the acting Fire Chief in his/her absence.

Assistant Chiefs are highly accountable for demonstrating the values adopted by the UFA and striving to meet the adopted Expectations of UFA Leaders.

Assistant Chiefs may be assigned any of the divisions outlined in Appendix A of this document at the discretion of the Fire Chief. (Refer to the most current [UFA org chart](#) for current assignments.)

1.0 Minimum Requirements

1.1 Valid Driver License.

- 1.2 A minimum of one year as a UFA Chief Officer, also currently serving as UFA Battalion Chief, UFA Division Chief, sworn UFA Fire Marshal, sworn UFA Emergency Management Director, or UFA Operations Chief.
 - 1.2.1 The Assistant Chief of Emergency Services must have a minimum of one (1) year of UFA Operational Battalion Chief experience.
- 1.3 Ten (10) years in a UFA firefighter position *with* a Bachelor's degree (or higher).
OR
Fourteen (14) years in a UFA firefighter position *with* an Associate degree.

2.0 Desired Qualifications and experience

- 2.1 UFA Operational Battalion Chief experience.
- 2.2 Master's degree.
- 2.3 Center for Public Safety Excellence Certified Chief Fire Officer.
- 2.4 Fire Academy Executive Officer Program Graduate.
- 2.5 NFPA Fire Officer III & IV.

3.0 General Overview of the Selection Process

- 3.1 The selection process for this position is at the discretion of the Fire Chief. Any modification to the process described below will be outlined in the recruitment notice for the position. Selection processes will be conducted only as needed when vacancies occur; no on-going registry is established.
- 3.2 To participate in the process, candidates will submit a resume and cover letter. If it is necessary to screen down the number of candidates to a lesser number, this will be done based on a review by the Fire Chief of the candidates' resumes and cover letters.
- 3.3 Each candidate who advances will have a promotional survey conducted through HR and will be provided with the results of their promotional survey prior to the selection process.
- 3.4 The Fire Chief will develop a process with a combination of external and internal evaluators designed to evaluate the candidates based on the values of the organization, expectations of UFA leaders, and the details provided in the job description, particularly the principal responsibilities and leadership competencies. Local 1696 will be invited to participate as an observer during the process. However, they will not be a participant in the final deliberations. A review of the candidate's promotional survey will be incorporated into this process.

- 4.0 While the Fire Chief will strive to select an individual from among the internal applicants, if the right candidate is not found internally, the Fire Chief may choose to fill

this vacancy from outside the organization, or with a civilian candidate from within the organization, in accordance with UFA Policy and Procedure – Filling of Job Vacancies.

Replaces policy dated: May 25, 2023



Leadership Competencies	Sort Completed: August 2019
Position: Assistant Chief	Approved by Command Staff: August 26, 2019

8. Manages Complexity: Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems.

33. Strategic Mindset: Seeing ahead to future possibilities and translating them into breakthrough strategies.

1. Ensures Accountability: Holding self and others accountable to meet commitments.

6. Collaborates: Building partnerships and working collaboratively with others to meet shared objectives.

9. Manages Conflict: Handling conflict situations effectively, with a minimum of noise.

34. Builds Effective Teams: Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals.

7. Communicates Effectively: Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.

37. Drives Vision and Purpose: Painting a compelling picture of the vision and strategy that motivates others to action.

10. Courage: Stepping up to address difficult issues, saying what needs to be said.

36. Instills Trust: Gaining the confidence and trust of others through honesty, integrity, and authenticity.

Appendix A

- Administration and Planning
- Business Technology and Intelligence
- Emergency Management
- Emergency Medical Services
- Fire Prevention
- Fire Training
- Health and Wellness
- Logistics
- Operations
- Safety
- Special Enforcement
- Special Operations / US&R
- Wildland