



City of Phoenix

Fire Administrator

Job Code:	61510	Job Function:	Fire
Salary Plan:	013	Grade:	846
FLSA:	Exempt	Labor Assign:	Non-Represented Groups
Benefit Cat:	009	EEO-4:	Officials and Administrators
SOC:	11-3012.00	Last Revision:	January 2025

This description shall not be held to exclude other duties not specifically mentioned that are of similar kind or level of difficulty as the examples of typical functions of the classification. They are intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification.

DEFINITION:

The fundamental reason this classification exists is to manage and direct a significant section of the Fire Department. Assignments require the use of independent judgment and initiative in making technical decisions and policy recommendations of considerable difficulty. Incumbents in this class work with various Assistant Fire Chiefs, Deputy Fire Chiefs, and City Departments to coordinate activities and supervise professional and clerical staff. Considerable latitude is permitted for independent action within the city and department policy framework. Fire Administrators oversee emergency transportation records management and billing services, fiscal activities, procurement, grants, or other programs or assignments. Incumbents in this class maintain a high degree of proficiency in assigned program responsibilities.

SUPERVISION RECEIVED/GIVEN:

Supervision is received from the Fire Chief or executive staff designee.
Supervision is exercised over professional and support staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only):

- Develops and implements programs, policies, and procedures for the assigned section(s) and functions as a team member in broad program areas
- Plans, organizes, and directs the activities of staff responsible for emergency transportation records management and billing services, fiscal activities, procurement, grants, or other sections or functions
- Works directly with the executive staff to develop and implement policies and strategies related to assigned functions
- Acts as a liaison between various sections and departments to determine problem areas and enhance efficiency and effectiveness
- Analyzes, interprets, and reports research findings
- Exercises functional supervision over sworn personnel and direct supervision of professional supervisory and technical staff
- Establishes, manages, and monitors fiscal management controls
- Directs the preparation of operating and capital budget estimates and prepares cost estimates on a variety of projects
- Reviews various operations and formulates proposals for contract services
- Writes or directs the preparation of comprehensive management reports



City of Phoenix

- Monitors legislation and develops policies and programs to ensure compliance with federal, state, county, and local laws and regulations
- Participates and leads various interdepartmental project groups, special projects, and task forces
- Researches and responds to questions or problems raised by the Fire Department executive staff, City Council, the City Manager's staff, other city departments, outside agencies, and the public
- Maintains regular and reliable attendance
- Demonstrates superior, seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles, practices, and problems of public administration.
- Municipal finance, budgeting, contract, grant, and billing administration.
- Principles and techniques of system and procedure analysis.
- Principles and practices of supervision, personnel administration, and leadership skills.
- Federal, state, and local laws and regulations about the city and department operations.
- MOUs, Administrative Regulations, Personnel Rules, and Fire Department Management Procedures.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Evaluate technical information and statutes and arrive at valid recommendations based on the data.
- Communicate orally in English with customers, clients, and the public using a telephone or in a one-on-one or group setting.
- Work cooperatively with other City employees and employees of other public safety agencies.
- Produce technical and non-technical written documents in English with clearly organized thoughts and proper sentence construction, punctuation, and grammar.
- Comprehend and make inferences from materials written in the English language.
- Provide leadership in implementing City and department policies and programs.
- Work safely without presenting a direct threat to self or others.
- Observe, compare, or monitor people's behavior and work to determine compliance with operating standards.
- Interpret MOUs, Administrative Regulations, Fire Department Management Procedures, Standard Operating Procedures, and intergovernmental agreements.
- Analyze and evaluate the feasibility, suitability, and ramifications of public policies and strategies.



City of Phoenix

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Depending on the work location, assignment, or shift, some positions require the performance of other essential and marginal functions.

ACCEPTABLE EXPERIENCE AND TRAINING:

Five years of professional experience in fiscal administration, records management, communication, public administration, or other technical areas, depending on assignment, including three years of experience supervising professional-level staff. A bachelor's degree in fire, public or business administration, finance, or related field. An equivalent combination of related experience and education may be considered.