



CITY OF SELMA
POSITION DESCRIPTION
Director of Fire Services / Fire Chief

Position Title:

Director of Fire Services / Fire Chief

Department:

Fire Department

Reports To:

Mayor, City of Selma

FLSA Status:

Exempt

Employment Status:

Full-Time, Appointed

Work Schedule:

40–60 hours per week; on-call 24/7; evenings, weekends, and holidays as required

POSITION SUMMARY

The Fire Chief serves as the chief executive and administrative officer of the City of Selma Fire Department and is responsible for the **overall leadership, management, planning, and operation** of all fire, rescue, emergency response, fire prevention, and related public safety services.

The Fire Chief provides strategic direction to ensure the protection of life and property, efficient emergency response, fiscal responsibility, regulatory compliance, and continuous improvement of departmental performance. The position requires strong executive leadership, operational expertise, and the ability to collaborate effectively with city leadership, regional partners, and the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Executive Leadership & Administration

- Provides overall leadership and direction for the Fire Department, establishing departmental goals, policies, procedures, and performance standards.
- Serves as a member of the City's executive leadership team and advises the Mayor on fire protection, emergency services, risk mitigation, and public safety matters.
- Develops and implements long-range strategic plans aligned with the City's priorities and available resources.

Operations & Emergency Management

- Oversees all fire suppression, rescue operations, hazardous materials response, disaster response, and emergency services.
- Serves in a command or coordination role during major incidents, disasters, and emergencies in accordance with the Incident Command System (ICS) and National Incident Management System (NIMS).
- Coordinates fire and emergency response activities with police, emergency management, public works, county, state, and federal agencies.

Fire Prevention & Community Risk Reduction

- Directs fire prevention, inspections, code enforcement, plan reviews, fire investigations, and public fire and life safety education programs.
- Ensures compliance with applicable fire codes, safety standards, and regulatory requirements.
- Promotes proactive community risk reduction strategies to reduce fire loss and enhance public safety.

Fiscal & Resource Management

- Develops and administers the department's annual operating and capital budgets.
- Ensures responsible stewardship of City resources, including monitoring expenditures, controlling costs, and identifying efficiencies.
- Oversees procurement, maintenance, and replacement planning for fire apparatus, equipment, facilities, and technology.
- Pursues grants and external funding opportunities when appropriate.

Personnel Management

- Oversees recruitment, hiring, training, promotion, evaluation, discipline, and retention of all Fire Department personnel.
- Ensures ongoing professional development, certification, and readiness of staff.
- Establishes a culture of accountability, professionalism, safety, equity, and ethical conduct.
- Develops succession planning and workforce strategies to ensure continuity of leadership.

Communication & Public Engagement

- Provides timely reports, briefings, and recommendations to the Mayor and City Council.
- Represents the Fire Department at public meetings, civic events, and professional organizations.
- Maintains positive working relationships with community stakeholders, businesses, schools, and regional partners.

Compliance & Risk Management

- Ensures departmental compliance with all applicable federal, state, and local laws, regulations, and standards.
- Maintains required accreditation, certifications, and training standards.
- Implements policies and procedures to manage operational risk and enhance firefighter safety.

MINIMUM QUALIFICATIONS

Education & Experience

- High school diploma or GED required.
- Bachelor's degree in Fire Science, Public Administration, Emergency Management, or a related field preferred.
- Minimum of **fifteen (15) years** of progressively responsible fire service experience.
- Minimum of **ten (10) years** of supervisory or command-level experience.

Certifications

Must possess or be able to obtain and maintain appropriate certifications through the Alabama Fire College or equivalent, including but not limited to:

- Fire Officer certification
- Fire Instructor certification
- Fire Inspector certification
- Hazardous Materials Operations or higher
- Incident Command System (ICS) / NIMS compliance

Licenses & Other Requirements

- Valid Alabama driver's license and insurable driving record.
- Ability to work non-standard hours and respond to emergencies.
- Ability to pass background check and drug screening.

WORKING CONDITIONS & PHYSICAL DEMANDS

- Combination of office, field, and emergency response environments.
- Exposure to hazardous conditions, extreme temperatures, smoke, fire, and stressful situations during emergency responses.
- Must be able to access emergency scenes and wear protective equipment as required.

APPOINTMENT & TENURE

The Fire Chief is an **appointed department head** serving at the discretion of the Mayor in accordance with applicable law. Continued employment is contingent upon satisfactory performance and maintenance of required certifications and licensure.

Equal Opportunity Employer

The City of Selma is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, age, disability, veteran status, or any other protected classification.