



# Felton Fire Protection District

131 Kirby Street, Felton CA 95018

Office (831) 335-4422

## Position Summary: Fire Chief

The Fire Chief provides strategic leadership and administrative direction for all Fire District functions, operations, and personnel. Appointed by and reporting to the Board of Directors, the Chief operates with significant independence to implement long-term visionary programs. This role is responsible for the overall efficiency of the District, the administration of labor law, and the supervision of all assigned divisions and resources.

---

### Essential Functions

#### Leadership & Strategic Planning

- Plan and direct a progressive public Fire District across multiple functional areas.
- Develop and implement policies, procedures, and long-term strategic plans to maintain District efficiency.
- Analyze fire service needs and resource availability to create responsive community programs.
- Resolve complex operational, procedural, and personnel challenges.

#### Administration & Finance

- Prepare, administer, and monitor the annual Fire District budget.
- Oversee all personnel matters, including recruitment, hiring, and termination.
- Manage District assets, including equipment procurement and resource allocation.
- Maintain a collaborative relationship with the Fire District Board of Directors.

#### Community & Interagency Relations

- Serve as the primary representative for the Felton Fire District to the public, elected officials, and other agencies.
- Coordinate District activities with federal, state, and local emergency service organizations.
- Address public inquiries and complaints with professionalism and diplomacy.



# Felton Fire Protection District

131 Kirby Street, Felton CA 95018

Office (831) 335-4422

---

## Knowledge, Skills, and Abilities

- **Public Administration:** A deep understanding of governmental funding, budgeting, and strategic planning and processes.
  - **Fire Service Operations:** Comprehensive knowledge of modern fire suppression tactics, emergency medical services, and necessary equipment.
  - **Management:** Proficiency in modern human resources practices, supervisory techniques, and evaluation methods.
  - **Legal Compliance:** Knowledge of federal, state, and local laws/regulations governing Fire District activities, reporting and compliance.
  - **Communication:** Ability to deliver effective presentations and communications across a wide demographic. Must build productive relationships with community stakeholders as well as single individuals.
- 

## Minimum Required Training and Experience for Application

- **Certification:** Must be presently certified to the Company Officer level through California State Fire Marshal (CSFM), ProBoard Officer 2 , or the National Fire Academy Officer 2 level.
  - **Education:** Minimum Highschool graduate or equivalency. (preferred Associate's Degree or higher)
  - **Experience:** Minimum 15 years in the fire service and 5 years of progressive leadership at the rank of **Captain** or higher. (Must be able to demonstrate through the hiring process an above average level of leadership, program management, budgetary management, human relations and communications.)
-



## Felton Fire Protection District

131 Kirby Street, Felton CA 95018

Office (831) 335-4422

---

### Minimum Required Certification at Completion of Probation.

- **Certification:** Must be certified to the Fire Chief level through California State Fire Marshal (CSFM), ProBoard Officer 4 , or the National Fire Academy Officer 4 level.
  - **Must Also Possess:** CSFM HazMat IC, CSFM or ProBoard Instructor 2, CSFM or ProBoard Inspector 1, CSFM Safety Officer, ICS 400
- 

### Expected Leadership Behavior

The Fire Chief is expected to champion the District's core values and culture by:

- **Integrity:** Maintaining high ethical standards and leading by example.
- **Development:** Mentoring and nurturing all staff (suppression and administrative).
- **Safety:** Institutionalizing a culture of safety awareness for all members and the public.
- **Teamwork:** Encouraging inclusive participation and fostering a collaborative environment with both Fire District personnel and the community.
- **Fire District Self Evaluation:** Proactively continuing a revolving self improvement Fire District model that ensures an ever progressing service and delivery system to the community.