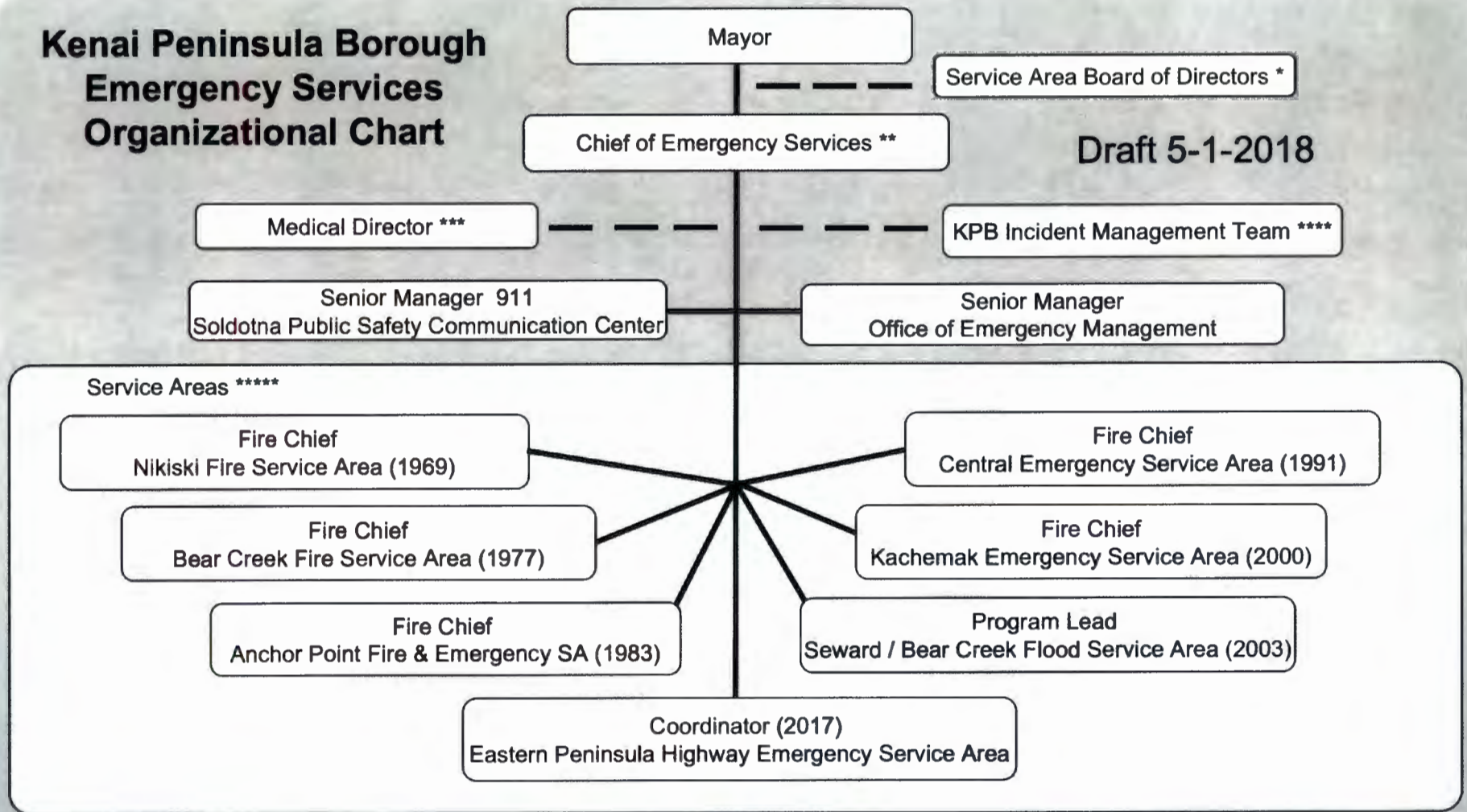


# Kenai Peninsula Borough Emergency Services Organizational Chart

Draft 5-1-2018



\* The Elected or Appointed Board of Directors of the Borough Service Areas are advisory to the Mayor and the Assembly. (KPB 16.04)

\*\* The Chief of Emergency Services operates within the Mayors Office coordinating emergency services functions for the Borough.

\*\*\* The Medical Director is contracted by the Borough to provide training and physician sponsorship to emergency medical personal.



\*\*\*\* The KPB Incident Management Team is used for extended emergency incidents, and is formed through the participation of numerous Borough Departments.

\*\*\*\*\* Service Areas provide special services to the Borough and can not be altered or combined without a majority vote of those that reside in each service area. (AS 29.35.450)

**Position Description: Chief of Emergency Services, Kenai Peninsula Borough**

**Service Type: Administrative – Level 7**

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**Definition:** Under the general direction and supervision of the Borough Mayor or his designee, the **Chief of Emergency Services** operates as Chief of Staff managing emergency services functions for the mayor's office within the Kenai Peninsula Borough organization. This includes administrative oversight of the Fire Service Areas, Office of Emergency Management, 911 Operations, contracted physician sponsor, Flood Service Area(s) as well as coordination with service area boards and multiple external agencies related to public safety and emergency services.

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**Required Minimum Qualifications:**

**EDUCATION:**

Bachelor's degree in Fire Science, Business, Public Administration or a related field. Degree requirement may be substituted with a combination of a Certified Emergency Manager (CEM), Executive Fire Officer (EFO), or Chief Fire Officer (CFO) designation and relevant management experience in a similar role.

**WORK EXPERIENCE:**

A minimum of ten (10) years of increasingly responsible emergency services experience including: a minimum of four (4) years of Fire and EMS management experience as a fire chief or equivalent. Experience must include: experience leading emergency services, public safety, emergency planning, and response, including resource management, emergency communications systems, budgeting and managing public funds, grant and project management ranging from small to complicated, and including thorough documentation responsibility; administrative leadership experience including budget preparation, disaster management, mitigation planning, public information (information development, area & state wide dissemination and systems), interdepartmental coordination/cooperation; experience managing multiple functions and departments; working knowledge of multi-agency emergency service models including dispatch and 911; personnel management experience including ability to organize large and disparate groups for common goals, ability to carry out responsibilities and cooperate with people under various stages of stress and duress (employees, interagency and public); and experience with incident command systems, understanding of strategy and tactics related to emergency response and resource management, emergency response and political conditions, ability to listen to issues and provide alternatives, firm support and to deliver negative results as necessary.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Must demonstrate strong communication skills. Must be experienced with public speaking, and comfortable delivering information via presentations to internal audiences as well as the public. Must have excellent written communication as demonstrated in accurate and comprehensive communications, reports, and documentation. Must demonstrate public service philosophy by his/her actions.
- Must demonstrate confident decision making and drive results proactively through problem solving with a bias for action.
- Must have the ability to build strong relationships and trust with administration, service area boards and employees.
- Must work to build community and external agency relationships through positive, interactive communications with agencies and organizations related to public safety and emergency services.

**OTHER:**

- Must have thorough knowledge of the geography and population pattern of the Kenai Peninsula Borough and general understanding of cultural and tribal uniqueness related to disaster response, recovery and

preparedness.

- Experience with collective bargaining and union contracts strongly preferred.
- Must have and maintain a valid and unrestricted Alaska driver license to perform all job functions.
- Experience working with service area boards, and other locally elected and appointed community groups.

This role serves as the emergency services chief of staff, directly responsible for the direction and oversight of all Kenai Peninsula Borough emergency services and related departments including:

- 911 Operations
- Office of Emergency Management
- Central Emergency Services Area
- Nikiski Fire Service Area
- Kachemak Emergency Service Area
- Anchor Point Fire & EMS Area
- Bear Creek Fire Service Area
- Eastern Peninsula Highway Emergency Service Area
- Seward-Bear Creek Flood Service Area

**Essential Functions:**

1. Acts as the Mayor's Chief of Staff over all areas of emergency preparedness, services and response for the Kenai Peninsula Borough, including fire, flood and emergency service areas, emergency management and 911 operations.
2. Develops long-term plans to collaboratively improve departmental operations and efficiencies among service areas and public safety departments.
3. Manages the development and execution of borough-wide goals within emergency services and assists with prioritizing for each service area.
4. Reviews and makes recommendations regarding annual budgets. Monitors department budgets throughout fiscal year and assist in developing long-range capital budgets for emergency services areas and programs. Provides oversight to the purchase and maintenance schedule of emergency services equipment, vehicles and supplies.
5. Reviews staffing models and levels; monitors and evaluates the efficiency and effectiveness of service delivery methods. Allocates resources accordingly.
6. Represents the area of emergency services to other departments, elected officials and outside agencies; coordinates activities with those of other departments and outside agencies and organizations. Often represents the borough to media outlets, speaks on behalf of the borough, and addresses the media as needed.
7. Responds to public inquiries or concerns regarding emergency services.
8. May participate on a variety of boards, commissions and committees, and/or serve as the borough's representative to community organizations concerned with issues in emergency services.
9. May respond to and/or take incident command in the event of major disasters, fire events or other serious community emergencies.



**Physical Demands:** While performing the duties of this job, the employee is frequently required to communicate orally; regularly required to sit; and occasionally required to use hands and fingers dexterously to operate office equipment, to stand, walk, and reach with hands and arms. Specific vision abilities required include close vision and the ability to adjust focus. Required to travel within the borough regularly by car and in limited scenarios, by boat or plane. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.