

## **FIRE RESCUE DEPARTMENT ADMINISTRATOR**

Salary: \$137,918 to \$241,931 Annually, negotiable  
depending on qualifications

Department: Palm Beach County Fire Rescue

Location: 405 Pike Road, West Palm Beach

Hours: 8:00 A.M. to 5:00 P.M., Monday -  
Friday

Other: Valid Florida Driver's License and PBC Risk  
Management Department driving history  
approval prior to appointment. Ability to lift 75  
lbs.

**THIS IS AN AT-WILL POSITION.**

Palm Beach County Board of County Commissioners (BCC) invites applicants for the position of Administrator of the County's Fire Rescue (PBCFR) Department. Palm Beach County is a thriving, culturally diverse community renowned for its recreation and business climate. With an annual operating budget of \$451 Million, PBCFR serves a population of more than 892,000 in the jurisdiction of unincorporated Palm Beach County and 19 municipalities, and responds to a service area of 1,762 square miles.

The PBCFR Administrator serves at the pleasure of the County Administrator, and leads 1,500+ career service employees involved in: Fire Protection, Emergency Medical Services (EMS), Advanced Life Support/ Basic Life Support (ALS/BLS), Hazardous Materials Mitigation, Special Operations, Aircraft Firefighting, 9-1-1 Dispatch, Public Education, Fire Prevention/Investigations/Plan Review, Community Assistance, Training, and core administrative functions related to personnel, finance, fleet/apparatus, facilities, logistics, and Planning. Represents PBCFR to County Administration and implements BCC directives. Manages, organizes and controls all major activities of the Fire Rescue Department. Directs managerial and supervisory personnel in the daily administration of Fire Rescue

operations. Establishes policies and procedures for the efficient delivery of fire and EMS. Establishes short- and long-term plans and policies on the basis of current and projected patterns in fire protection resources, services and jurisdictional areas. Evaluates departmental operations on a continual basis to ensure and improve effectiveness and efficiency. Provides for the development of quality, cost-effective training programs. Manages negotiation of the IAFF Collective Bargaining Agreement. Establishes and maintains effective working relationships with State, County and municipal officials and the general public.

We are seeking an Administrator with demonstrated advocacy in the critical role of the Fire Rescue service in the community and with a clear and attainable vision of what the PBCFR Department will accomplish. The ideal candidate will possess the highest degree of personal integrity and ethics in all business dealings, political acumen, a proven track record in fire rescue department administration, understanding of fire service technology, skill in fostering cooperation among competing interests, demonstrated leadership in policy matters, and thorough knowledge of personnel procedures, compliance, and administration. Must be well versed in efficient service delivery and be prepared to identify and respond appropriately to current challenges facing the fire rescue system.

### **QUALIFICATIONS:**

**Bachelor's Degree in Fire Science, Public Administration or related; minimum of five (5) years of responsible managerial experience in a large fire/emergency response system. Preferred qualifications include: Command experience gained in a fire department of comparable size and complexity; working closely with elected officials, representatives of local/state/federal agencies, and public/private stakeholders; related Master's Degree. Applicants**

*must clearly describe in their application materials their experience with any/all preferred activities.*

**NECESSARY SPECIAL REQUIREMENTS:** *Possession of a current Florida Certificate in firefighting as approved by the State of Florida Bureau of Fire Standards or ability to attain Certificate within six (6) months; currently meet all certification requirements under Florida Administrative Code 69A – 37 OR Possession of a State of Florida Bureau of Fire Standards ‘Special Certificate of Compliance for Administrative and Command Head’ or ability to attain Special Certificate of Compliance pursuant to Florida Administrative Code 69A – 37.054(2) within one (1) year.*

Apply at [www.pbcgov.jobs](http://www.pbcgov.jobs). Palm Beach County BCC offers an outstanding Executive benefits package, including a salary competitive for the South Florida marketplace, [travel reimbursement](#) for interviews, relocation reimbursement assistance per PBC County-Wide Policy [CW-F-012](#), medical, dental and life insurance, as well as vacation, paid parental, and sick leave, dependent and healthcare flexible spending accounts, tuition reimbursement, and participation in the Florida Retirement System. This is an at-will position. Employment applications/resumes are subject to Florida Public Records Law. Visit [www.pbcgov.com/pbcfr](http://www.pbcgov.com/pbcfr) for information on PBC BCC and PBC Fire Rescue.

*Palm Beach County is an EO/AA Employer M/F/D/V; (DFWP). The County is a Veterans Preference and E-Verify employer. All employees of Palm Beach County may be required to work before, during, and/or after a natural or man-made disaster or hurricane.*