

8/20/2014
JIC Fire Study

Agency Name

Job Description: Consolidation Implementation Manager (CIM)

Revised: March, 2014

Title Definition: The Consolidation Implementation Manager (CIM) is subject to policy created by elected officials and plans, organizes, directs, and controls all functions related to the Consolidated Fire Agency. This person will lead the organization, pre-and post-transition, and must be intimately involved in its establishment. The person should be a dynamic, progressive leader with the energy and capability to develop the organization into a robust, efficient, and effective service delivery system.

General Statement of Duties:

The CIM, under the general direction of the [Position Title], has administrative responsibilities for all personnel, equipment, and budgeted funds of the consolidated fire agency during transition and until a permanent agency director is appointed. The CIM directs, through staff members of the component cities: the Transition Team, EMS, operations, training, maintenance, fire prevention/investigation, buildings/grounds, support services, and administration of the Consolidated Fire Agency.

Essential Job Functions:

- The CIM is responsible for oversight of all Consolidated Fire Agency's functions pre-consolidation, during the consolidation transition, and post-consolidation until a permanent agency director is appointed.
- The CIM is responsible for the development and implementation of the Consolidated Fire Agency's transition plan.
- The CIM is responsible for development, presentation, and implementation of short/long-term planning for stable operations prior to, during, and post consolidation.
- The CIM is responsible for the planning, development, and oversight of baseline service delivery and performance criteria.
- The CIM acts as the essential communication link between the Consolidated Fire Agency and the component cities' elected officials. The CIM shall maintain information and data as directed by the policy makers. Prepares reports as required through personal knowledge or utilization of staff members for distribution in a timely manner.
- Guides personnel, encourages initiative, and makes recommendations to the elected officials relating to personnel matters requiring their action.
- Functions as budget officer for the Consolidated Fire Agency in planning, developing, and projecting departmental budgets, summarizing, translating, and incorporating staff budget recommendations as to its value to the Consolidated Fire Agency complying with policy and direction; identifies and develops alternatives/consequences making recommendations related to anticipated obstacles.
- Performs all aspects of this position with minimal and general instruction and supervision, frequently utilizing personal judgment, refining existing work methods, developing new techniques, concepts, or programs within established limits.
- Tracks and monitors federal/state/county and other jurisdictional transaction which may impact the Consolidated Fire Agency's policy, procedures, and/or programs.

- Analyze the Consolidated Fire Agency's fire and EMS needs and develop plans and techniques for the department. Continually evaluate the Consolidated Fire Agency's performance to improve overall fire defenses and emergency medical services to accommodate the needs of the fire department.
- Participates as the Consolidated Fire Department's representative in local, county, regional, and state meetings and planning groups related to emergency operations.
- Represents the Consolidated Fire Agency in routine and regular interaction with the general public and with/at civic functions.
- Attends meetings, conferences, and educational events necessary to keep well-informed of new technologies, ideas, and developments.
- Performs other duties and functions as the elected officials may require or direct.

Minimum Qualifications:

The [Agency Name] is an Equal Opportunity Employer. Employment with the [Agency Name] is open to any person who is 18 years of age or older. We do not discriminate on the basis of national origin, disability, race, color religion, or sex. Successful applicants must meet the following criteria and conditions of employment as established by the agency's administrative and federal policies:

1. Associate's degree or equivalent;
2. Minimum of 5 years' experience in managing a public agency, with documented experience in short- and long-term planning;
3. Must meet all federal/state/county and local minimum requirements to participate in public safety a public safety organization;
4. Must have valid, insurable driver's license and be able to respond without notice on an emergency basis to major emergency events; and
5. Must be bondable and insurable through the agency's insurance agent for fiscal responsibility purposes.

Desired Qualifications:

- Bachelor's degree or equivalent.
- Experience and knowledge of successful processes and practices utilized in integrating two or more organizations.
- Experience with the development and implementation of an organizational transition plan which would include the following functional areas: organization, fiscal, human resources, legal, capital assets and equipment, technology, and external relationships.
- Working knowledge of the developed policies, rules and regulations, standard operating procedures, and directives.
- Experience in working with intergovernmental committees and/or task force groups.
- Knowledge of and ability to interpret state statutes.
- Knowledge of federal guidelines pertaining to public fire protection.
- Ability to create documents, spreadsheets, and databases.
- Knowledge in understanding success factors and restructuring pitfalls that occur during consolidation processes.
- Experience in developing frameworks for action for elected officials which would include landmarks and benchmarks.
- Demonstrated ability to routinely deal with the general public, public employees and officials, and the media in a courteous and cooperative manner, building and maintaining exemplary interpersonal relationships with each.

- Demonstrated ability to provide leadership that reflects a strong belief in the concept of cooperative effort and partnerships that result in the consolidation of fire agencies.
- Demonstrated ability to utilize multiple forms of communication to keep all persons (internal and external to the organization) up-to-date and informed of matters pertaining to plans, problems, and benefits concerning the transition in an effort to build trust and understanding amongst stakeholders.

Note: The intent of the above listings is to provide a non-exhaustive description of functions and qualifications. The listings should NOT be construed as a complete representation of all miscellaneous, incidental, or substantially similar duties which may be assigned during employment.