



Job Title: Fire Administrator
This is Classified/Part-Time

Position Summary: The Fire Administrator position is responsible for overseeing the operations, administration, and strategic planning of the fire department. The Fire Administrator leads a team to firefighting professionals and support staff, ensuring the delivery of efficient and effective emergency response services to the community.

Essential Duties and Responsibilities:

- To provide support to all county Fire Departments
- To serve as liaison between the Fire Departments, the County and State and Federal government agencies
- Work with County Fire Departments to improve their ISO ratings.
- Coordinate the acquisition efforts of the County Fire Departments to maximize their purchasing power.
- Assist the County Fire Department with ensuring compliance with County policies and rules.
- Assist with funding of equipment or services common to all County Fire Department
- Provide such other support to the County Fire Services or Emergency Management, s may be deemed necessary or desirable y the Fire Chiefs Association, County Governing Body, and/or County Manager.
- Any other duties or assignments as made by County Manager which relate to issues arising from the wildfire and flood.

Minimum Qualifications

- Must have prior emergency management experience.
- Strong verbal and written communication skills
- Computer Skills: Proficiency is using Microsoft Office

License Requirement

Valid New Mexico Driver's License
Fingerprinted Background check
Defensive Driving Certificate

JOB DESCRIPTION-FIRE ADMINISTATOR