

Job Description

Job Title Fire Support Bureau Chief (PRC # 4224)
Job ID 103685
Posting End Date 01/17/2019
Location Santa Fe
Full/Part Time
 Full-Time
Regular/Temporary
 Regular - PERM for State
Agency
 Public Regulation Commission
Job Posting Type
 Standard Requisition
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Salary

\$24.95 - \$43.41 Hourly

\$51,905 - \$90,301 Annually

This position is a Pay Band 85

Why does the job exist?

This position functions as the Deputy Fire Marshal / Bureau Chief over the Fire Service Support Bureau of the Fire Marshal's Division. The Fire Service Support Bureau has the statutory responsibility of distributing the state fire fund and the state fire grant fund, as required in Statute 59A-53 (Article 53).

How does it get done?

- Direct involvement and oversight of the Fire Support Bureau staff.
- Application of budget to various required activities
- Assignment of geographical areas to staff
- Compilation and analysis of ISO community protection ratings
- Oversight of the distribution of State Fire Fund per legal formula
- Assurance of compliance with state laws of use of State Fire Fund

Who are the customers?

- Citizens of New Mexico
- Fire Departments throughout the State of New Mexico
- Government Entities

Ideal Candidate

The ideal candidate would possess:

- Extensive knowledge of ISO Requirements
- Fire Fighter 1 Certification or higher

Minimum Qualification

A Bachelor's Degree in any field of study from an accredited college or university and eight (8) years of professional level experience with a light strategic impact directly related to the purpose of the position defined by the agency at the time of recruitment. Substitutions Apply. See Substitution Table below. A hiring agency will designate a portion of the required experience to include management, supervisory and/or specialized experience. Any required licensure, certification or registration shall be defined at the time of recruitment and will be in addition to the above requirements.

Substitution Table

These combinations of education and experience qualify you for the position:

	Education		Experience

	Education		Experience
1	High School Diploma or Equivalent	AND	12 years of experience
2	Associate's degree	AND	10 years of experience
3	Bachelor's degree	AND	8 years of experience
4	Master's degree	AND	6 years of experience
5	PhD degree	AND	4 years of experience

- Education and years of experience must be related to the purpose of the position.
- If Minimum Qualification requires a specific number of "semester hours" in a field (e.g. 6 semester hours in Accounting), applicants **MUST** have those semester hours in order to meet the minimum qualifications. No substitutions apply for semester hours.

Employment Requirements

Must possess and maintain a valid New Mexico Driver's License. Must successfully pass criminal background check

Working Conditions

Work is performed in an office setting with exposure to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage.

Supplemental Information

Benefits:

Do you know what Total Compensation is? [Click here](#)

Agency Contact Information: Rene Kepler, HR Manager, 505-827-4324 [Email](#)

For information on Statutory Requirements for this position, click the Classification Description link on the job advertisement.

Bargaining Unit Position

This position is not covered by a collective bargaining agreement.

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