



AFRD Executive Director, Administration Operations

Atlanta, GA, United States

JOB DESCRIPTION

Position open until 12/30/2024

Salary \$117,406.26 to \$195,605.69 annually

General Description and Classification Standards

The AFRD Executive Director, Administration Operations for the Atlanta Fire and Rescue Department of Public Safety is responsible for leading, coordinating, and overseeing the day-to-day operations of the department's administrative functions. This may include oversight of logistics, records management, and resource management. The role ensures the efficient and effective delivery of administrative services and supports the department's operational needs.

This position will work closely with leadership to implement strategic objectives, develop policies, and improve service delivery, while also managing a diverse team to foster a culture of accountability, collaboration, and continuous improvement. Support Deputy Chiefs in activities that includes all AFRD areas but focuses on Special Project(s), Strategy, Program Management, Technology, and Finance Programs and projects. Will address many areas, including AFRD's strategic plan, business planning, process redesign including automation, talent needs definition, possible reorganizations, deep analytic efforts, capability development, efficiency improvement, and ad hoc management support on urgent issues.

Position requires working with not only all AFRD senior leaders but also leaders from multiple City Departments.

RESPONSIBILITIES

Essential Duties & Responsibilities These are typical responsibilities for this position and should not be construed as exclusive or all inclusive. May be required to perform other duties as assigned.

Leadership and Team Management

- Collaborate with departmental leadership to identify and fulfill administrative needs for AFRD.
- Supervise and direct staff across various administrative units, ensuring alignment with the department's strategic goals and objectives.
- Delegate tasks to unit leaders and monitor daily operations to ensure timely completion and quality performance.
- Oversee staff performance by providing guidance, training, and conducting evaluations while addressing any concerns and ensuring professional growth.
- Organizes functional teams and develops/executes various project deliverables; ensures achievement of all program/ project objectives and assists staff to manage all complex projects.
- Supports line management of all AFRD functions, with a particular focus on Special Projects and Strategy, Program Management, Technology, and Finance.
- Drives special projects across all AFRD and supports projects in other areas of AFRD.
- Support the Fire Chief and Deputies Chief's in interacting with leaders of other departments across the City of Atlanta.
- Monitors all projects and ensures achievement of all objectives; develops and maintains professional relationships with internal and external clients; develops strategy for all business objectives and determines effective implementation.
- Analyzes other fire departments and coordinates with AFRD to determine best practices which might be of use; monitors all present and future trends for the department and performs crisis management.
- Builds strong working relationships across the enterprise, other departments, and City Council.
- Directs and integrates the activities of multiple, major project operations; ensures project efforts are generally cohesive, consistent, and effective in supporting the department's mission, goals, and strategic plan.
- Leads initiatives to partner with internal teams to plan, scope, and manage for highest quality client experience and results; monitors all project processes and operations for

time and resource efficiencies, cost management, and process improvement opportunities.

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- Represent AFRD in hearings and panels before the City Council and other agencies as requested by the Fire Chief or his designee.
- The Executive Director will help plan and manage multiple critical strategic programs and projects both within the Atlanta Fire Rescue Department and in support of the efforts of Atlanta Fire's Airport Division.
- Various other duties and projects as assigned.

Administrative Support and Operations

- Ensure the efficient functioning of administrative operations, including records and property control, and safety and licensing requirements.
- Develop and refine operational metrics, establishing performance standards and tracking mechanisms to monitor department progress.
- Partner with internal and external teams to plan, scope, and implement operational processes that ensure a high-quality service and optimize resource management.

Policy and Strategy Development

- Create and enforce policies, strategies, and procedures that improve efficiency and align with department goals and operational objectives.
- Monitor and analyze best practices within public safety departments and adapt successful models to improve internal processes.
- Lead improvement initiatives to enhance operational efficiency, streamline workflows, and ensure compliance with industry standards.

Budget and Resource Management

- Contribute to the development and management of the administrative operations budget, providing analysis and recommendations to senior leadership.
- Monitor spending and recommend cost-effective solutions for resource allocation and project execution.

- Manage and oversee special projects, ensuring they meet performance and budgetary goals.
- Organizes functional teams and develops/executes various project deliverables; ensures achievement of all program/ project objectives and assists staff to manage all complex projects.

Compliance and Reporting

- Ensure compliance with applicable health, safety, building, and licensing regulations, and oversee certification processes for departmental operations.
- Generate and distribute reports and analysis to key stakeholders and regulatory agencies as required.
- Maintain and improve systems to monitor and report on departmental performance, efficiency, and progress toward strategic objectives.

Continuous Improvement

- Identify areas for operational improvements and develop solutions that enhance productivity and service delivery.
- Foster a culture of innovation and process improvement to continuously elevate service quality and operational outcomes.
- Engage with team members and leadership to refine workflows and ensure the effective use of resources.

Knowledge, Skills & Abilities This is a partial listing of necessary knowledge skills, and abilities required to perform the job successfully. It is not an exhaustive list.

- Strong leadership and relationship-building skills, with the ability to collaborate effectively with city executives, departmental leaders, and external stakeholders.
- Excellent organizational and problem-solving skills with a keen eye for operational efficiencies.
- Ability to work in a fast-paced, dynamic environment with shifting priorities.
- High level of integrity, confidentiality, and professionalism in all interactions.
- Adaptability to changing organizational needs and commitment to continuous improvement.

QUALIFICATIONS

Minimum Qualifications

Education and Experience

- Bachelor's degree in public administration, Business Administration, or a related field. Equivalent professional experience may be considered.
- 7-10 years of progressive experience in managing administrative services, with a focus on public safety or emergency services.
- Proven experience in team leadership, with the ability to effectively manage, coach, and develop staff.

Preferred Education & Experience

- Master's degree in public administration, Business Administration, or a related field, Preferred.
- Experience in public safety operations, particularly within a fire and rescue or emergency response environment.
- Strong background in administrative services within local government settings.
- Experience in managing public safety records, permits, and safety compliance.

This position plays a critical role in supporting the Atlanta Fire and Rescue Department's mission by ensuring administrative operations are aligned with public safety goals, enhancing organizational efficiency, and improving the quality of services provided to the community.

Licensures and Certifications

None required.

Essential Capabilities and Work Environment

Required physical, lifting, and sensory capabilities are requirements to perform the job successfully. Typical environmental conditions associated with job.


It is the policy of the City of Atlanta ("COA") that qualified individuals with disabilities are not discriminated against because of their disabilities regarding job application procedures, hiring, and other terms and conditions of employment. It is further the policy of the COA to provide reasonable accommodations to qualified individuals with disabilities in all aspects of the employment process. The COA is prepared to modify or adjust the job

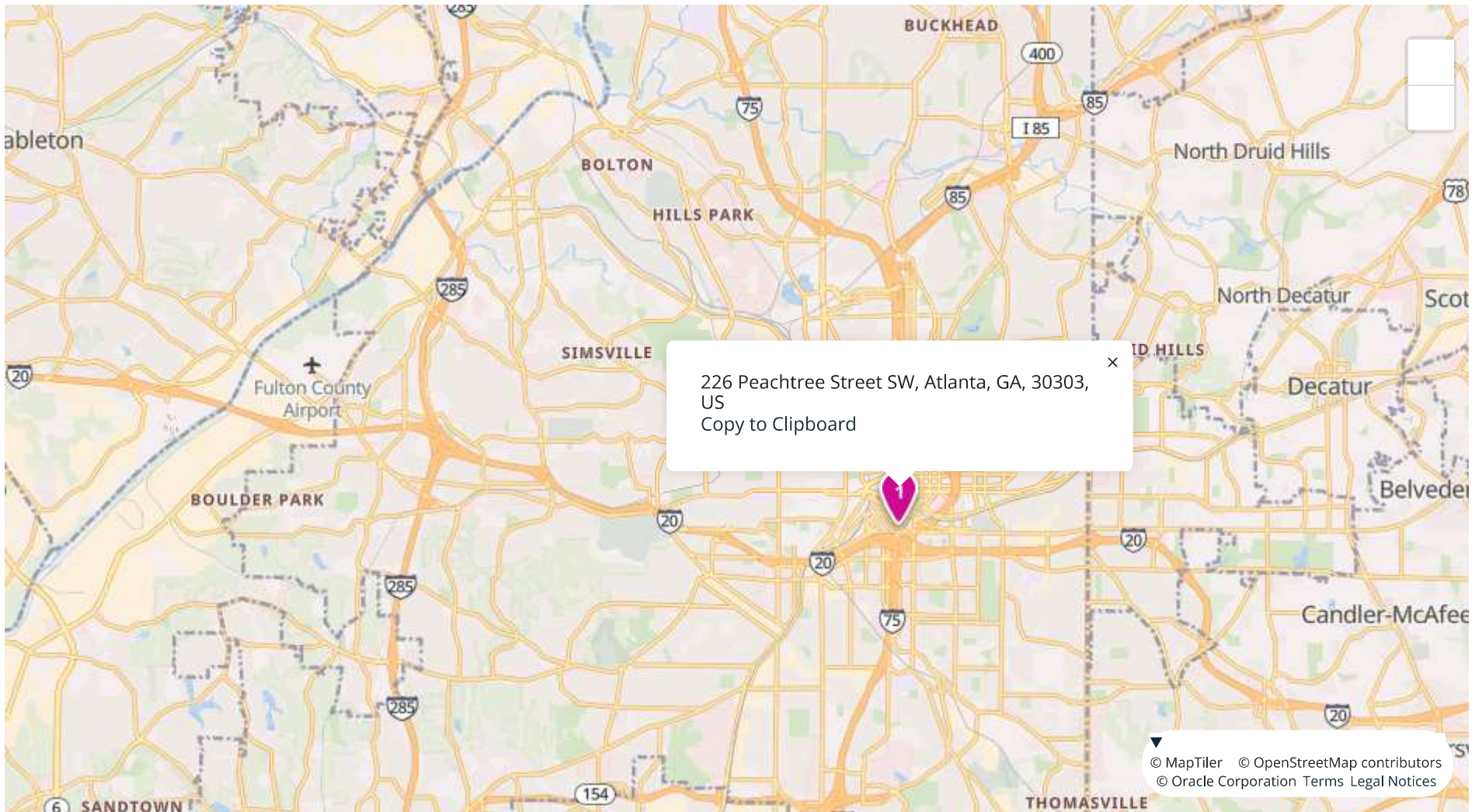
application process or the job or work environment to make reasonable accommodations to the known physical or mental limitations of the applicant or employee to enable the applicant or employee to be considered for the position he or she desires, to perform the essential functions of the position in question, or to enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated employees without disabilities, unless the accommodation will impose an undue hardship. If reasonable accommodation is needed, please contact the Human Resources Director for your department.

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APPLY NOW

JOB INFO

Job Identification	32448
Job Category	General
Posting Date	12/16/2024, 03:24 PM
Apply Before	12/30/2024, 11:59 PM
Job Schedule	Full time
Locations	 226 Peachtree Street SW, Atlanta, GA, 30303, US



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