



ALLENTOWN FIRE DEPARTMENT

**DUTIES of the DEPUTY FIRE CHIEF of ADMINISTRATION
SOG #20-10**

Effective Date:

07/22/2020

Revision Date:

PURPOSE:

The purpose of this guideline is to outline the duties of the Deputy Fire Chief of Operations

1. Duties of the Deputy Fire of Administration:

The Administrative Deputy Fire Chief shall be a staff officer under the direction of the Fire Chief and, in the chain of command, shall be next in-line to the Deputy Fire Chief of Operations.

- 1.1. In the absence of the Fire Chief and Deputy Fire Chief of Operations, he/she shall assume the duties and responsibilities of the Fire Chief, if designated.
- 1.2. He/She shall see that all Rules and Regulations of the Allentown Fire Department and all contractual obligations are uniformly carried out.
- 1.3. He/She shall have the authority to recommend to the Fire Chief, suspending, disciplining, discharging, rewarding, or assigning other Fire Department employees.
- 1.4. He/She shall assist in the preparation of the budget, especially that of Fire Prevention and the Fire Academy.
- 1.5. He/She shall act as the Liaison Officer between the Fire Department and the Emergency Medical Services Coordinator.
- 1.6. He/She shall recommend, to the Fire Chief, staffing and manpower changes that benefit the Fire Department.
- 1.7. He/She shall respond, when available, to fires of two (2) alarms or more, or where life hazard is greater than average.
- 1.8. He/She shall initiate vacations, overtime, roster, personnel, and other appropriate lists and see to their proper use and postings.
- 1.9. He/She shall see that all citizen complaints are investigated and processed expeditiously.
- 1.10. He/She shall see that the Fire Department complies with all the requirements of the Pennsylvania Right to Know Law.
- 1.11. He/She shall work with other City bureaus to accomplish this across city government.
- 1.12. He/She shall provide technical and administrative assistance to senior and subordinating staff.
- 1.13. He/She shall represent the Fire Department before citizen groups and other ceremonies.
- 1.14. He/She prepare informative, concise reports, both verbally and written.
- 1.15. He/She shall assist in Civil Service entrance and promotional exams.
- 1.16. He/She shall have knowledge of the geographical characteristics of the City of Allentown.
- 1.17. He/She shall have knowledge of Federal, State and Local statutes, laws, ordinances, and regulations governing fire, rescue, and hazardous materials.
- 1.18. He/She shall be the Liaison Officer with the Cities Human Resources Department and be knowledgeable about benefits, health contracts, workmen's compensation laws, etc.
- 1.19. He/She shall be responsible for researching grant funding available to the department and aid in application preparation and follow-up.
- 1.20. He/She shall assist in payroll duties as a back-up.



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1.21. He/She shall act as Liaison Officer between the Fire Department and information Services for programs, software, and technological systems.

Authorizing Signature
FIRE CHIEF
ALLENTOWN FIRE DEPARTMENT

Date: 7/22/2020