



Texas Department of Insurance

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| Human Resource at Hobby : Mail Code 112-HR | Human Resource at Metro : MS-74 |
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The Texas Department of Insurance does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of services. Any request for reasonable accommodation needed during the application process should be communicated by the applicant to staff in the application area. ADA Coordinator Telephone Access - VOICE: 512-463-6165; FAX: 512-305-7192 or call our office using the relay option of your choice.

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| Title: STATE FIRE MARSHAL (DIRECTOR III) | Opening Date: 12/21/11 | Application Deadline: UNTIL FILLED | Monthly Salary: PG B28 \$6,794.08 - \$11,210.33 | Job # 12-042 |
| Division: STATE FIRE MARSHAL'S OFFICE (SFMO) | Section: SFMO ADMINISTRATION | | Location: AUSTIN | Travel Required: 10-15% |

INTERNAL/EXTERNAL POSTING for TDI EMPLOYEES and GENERAL PUBLIC

GENERAL DESCRIPTION

Performs highly advanced managerial/technical activities directing and guiding the State Fire Marshal's Office. Responsible for enforcing Texas Insurance Code provisions and other laws related to the office. Serves as the chief investigator in charge of arson and suspected arson in the state. Directs, plans and coordinates the work of staff involved with complex fire safety regulatory functions and complex administrative functions. Works under minimal direction with extensive latitude for the use of initiative and independent judgment. The State Fire Marshal serves at the pleasure of the Commissioner of Insurance.

Duties include:

- providing reports and information to agency management regarding legislative and insurance issues;
- representing the agency at legislative sessions, meetings, hearings, conferences, and seminars or on boards, panels, or committees;
- testifying at hearings and legislative meetings;
- working with executive staff to accomplish agency goals consistent with agency strategic plan;
- developing and implementing techniques for evaluating activities of the State Fire Marshal's Office;
- identifying needed areas of change and making recommendations to improve operations;
- overseeing the preparation of management and productivity reports and studies;
- preparing and evaluating program budget requests;
- directing studies of fire protection and fire administration;
- developing guidelines, procedures, policies, rules, and regulations and monitoring compliance;
- working with industry advisory committees and fire associations;
- developing education programs and disseminating materials necessary to educate the public on methods of fire prevention and safety;
- upon request, advising public and non-profit entities on issues related to fire protection;
- upon request, investigating fires throughout the state;
- investigating fire fighting incidents resulting in the death of a firefighter;
- inspecting state owned public buildings;
- protecting state-owned buildings and its occupants against an existing or threatened fire hazard;
- providing technical assistance to fire departments and local governments responding to the use of fire suppression ratings schedules;
- commissioning peace officers to act as fire and arson investigators;
- providing technical guidance to staff; and,
- performing other duties as assigned.

Unless specifically and expressly stated otherwise, regular attendance is an essential function of every TDI job.

QUALIFICATIONS

Education/Experience:

Graduation from an accredited four-year college or university with a major in fire science, fire protection engineering, fire protection and safety, or in a field relative to assignment. **PLUS:** Five years of experience as a senior executive in the administration of business or government or law with two of those years in work experience related to the position to be held. Executive experience is defined as experience in a supervisory or management capacity. Experience may substitute for educational requirement on a year-for-year basis. Education may not substitute for the experience requirement.

Prefer:

- Masters in Fire Science, Fire Protection Engineering, or Masters of Public Administration in Fire Science Management.
- Texas Commission on Fire Protection certification and/or TCLEOSE Peace Officer Certification.
- Experience as a fire fighter.

The Texas Department of Insurance will conduct a criminal background check on all final candidates for this position. An applicant who has been convicted of a criminal offense relevant to the position may be disqualified from employment.

This position requires travel in order to carry out the essential functions of the job. The Texas Department of Insurance will check driving records on final candidate(s) for this position to ensure candidate(s) meet(s) the fully qualified driving status as defined by the agency.

KNOWLEDGE, SKILL AND ABILITIES

Applicant should have demonstrated:

- extensive knowledge of local, state and federal laws and regulations relevant to the position;
- knowledge of principles and practices of public administration and management;
- knowledge of the legislative process and how it affects agency operations;
- skill in presenting complex data, policies, analyses and recommendations to agency staff, the general public, industry advisory committees, fire associations, and the legislature in a clear and concise manner.
- ability to communicate and work effectively with all levels of employees and the general public;
- ability to direct the development of policies and procedures;
- expertise in analyzing information, identifying problems, evaluating alternatives, and implementing effective solutions;
- ability to interpret complex civil and criminal statutes and rules; and
- ability to prepare concise reports.

Apply by completing the State of Texas Application for Employment which is available on the Texas Department of Insurance (TDI) website at <http://www.tdi.texas.gov/jobs/jobs.html>

Resumes, cover letters, and other supporting documentation will not be accepted without the state application. TDI will only contact applicants who are selected for interviews.

If selected for an interview, applicants may be required to provide proof of typing speed, certification, or a transcript.

All applications must be submitted to the Human Resources Office and MUST be received by 5:00 P.M. CST on the job posting closing date. Positions posted 'Until Filled' will be closed at TDI's discretion.

Individuals holding licenses regulated by TDI must surrender their license(s) upon employment.

An individual who qualifies for a veteran's employment preference is entitled to a preference in employment with TDI over other applicants for the same position who do not have a greater qualification. *Tex. Gov't code §657.003*

An individual who was under the permanent managing conservatorship of the Department of Family and Protective Services on the day preceding the individual's 18th birthday is entitled to a preference in employment with a state agency over other applicants for the same position who do not have a greater qualification. *Tex. Gov't code §672.002*