



Texas Department of Insurance

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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.

Title: ASSISTANT STATE FIRE MARSHAL (DIRECTOR I)	Opening Date: 12/21/11	Application Deadline: UNTIL FILLED	Monthly Salary: PG B26 \$5,615.00 - \$9,264.66	Job # 12-043
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 work providing direction and guidance in strategic operations and planning for the State Fire Marshal's Office (SFMO). Work involves assisting the State Fire Marshal in developing the strategic plan for the SFMO's fire protection safety and technical services. Work involves reviewing guidelines, procedures, rules, and regulations; establishing priorities, standards, and measurement tools for determining progress in meeting goals; coordinating and evaluating activities. Links SFMO activities directly to overall vision and mission of the SFMO. Work includes supporting community outreach and prevention programs for delivery by the SFMO and other community partners. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

Duties include:

- assisting the State Fire Marshal in carrying out the duties of the State Fire Marshal's Office;
- providing overall direction and guidance for the SFMO's fire protection safety and technical services;
- assisting in assessing and establishing rules for enforcement;
- researching and providing technical advice and interpretations on codes, standards, and regulations to the fire service, fire service industry, other state entities, and the State Fire Marshal;
- researching and monitoring significant fire, explosion, and life-safety incidents;
- identifying trends and performing risk assessments in order to make recommendations on prevention and regulation;
- directing the development of policies and procedures, preparation of special reports, memorandums, and presentations;
- responding to legislative inquiries, reviewing legislation and handling legislative matters;
- establishing goals and objectives that support overall strategies;
- planning, developing and/or approving schedules, priorities, and standards for achieving goals;
- maintaining contacts and speaking at fire industry, fire service and engineering association meetings; 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:** 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:

- detailed knowledge of fire protection engineering principles, including fire hazard analysis, fire protection technology, fire system design (alarms, extinguishers, sprinklers), code analysis, and the storage and handling of fireworks;
- knowledge of state and federal laws and regulations relevant to program area and project management methodology;
- skill in communicating and working effectively with all levels of employees and the general public;
- skill in developing employees through training, goal setting, change management;
- skill in establishing and maintaining positive, effective and open communication with all levels of employees and the general public;
- skill in negotiation strategies and techniques;
- ability to motivate and provide leadership and initiative;
- ability to interpret complex civil and criminal statutes and rules;
- ability to manage increased workloads and explore and develop methods for improved customer service;
- ability to present complex data, policies, analyses and recommendations in a clear and concise manner; and,
- ability to assume greater responsibility commensurate with training, development and experience.

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*