

**Position Description for  
Executive Director  
of the  
The South Carolina State Firefighters' Association**

**Position Basic Description:** Provides leadership for the overall operation of the South Carolina State Firefighters' Association. Implements the policies of the Association and assures that the Association's activities remain within the Constitution and By-Laws of the Association and within state and federal laws. Develops and administers policies as deemed appropriate by the Executive Committee and maintains the integrity of all Association records, activities and services to its membership. Responds to scenes of natural or manmade disasters as a representative of Firefighter Mobilization and as a liaison to member departments.

**Position Requirements/Skill Required:**

- A Bachelors Degree from a regionally accredited college or university in public or business administration or a related field is preferred; or 15 years' experience in leading a comparably sized organization; or a clearly demonstrable combination of training and/or experience in a comparable position.
- The NFA Executive Fire Officer and/or Center for Public Safety Excellence Chief Fire Officer designation is desirable.
- A demonstrable work related history of budgeting, recordkeeping, and interpersonal skills that will lead to excellence in relationships with members, staff and elected officials.
- A basic knowledge of the programs and services of the SCSFA is desirable.
- Provision of a clear background check will be expected upon interview
- Must have and maintain a valid SC driver's license

**Primary Duties:**

- ❖ Articulates the mission of the Association
- ❖ Communicates with members regarding the programs and services of the Association
- ❖ Must be prepared to respond to disasters both natural and manmade as a representative of Firefighter Mobilization and as a liaison for services of the Association to member departments in aiding in coordinating response of state wide resources and association benefits
- ❖ Implements the policies of the Association as determined by the Executive Committee
- ❖ Works with all committees of the Association in formulating and modifying policy and procedures, to include periodic planning sessions and workshops.
- ❖ Relates positively with other state organizations that share fire service missions and develops collaborations that aid in carrying out the mission of the Association.

- ❖ Develops an annual operating budget for the Association and administers that budget, with the approval of the Executive Committee. Provides periodic budget reports to the Executive and other appropriate committees.
- ❖ Acts as liaison, on behalf of the Executive Committee, in monitoring current or potential fire service and/or Association issues.
- ❖ Strictly monitors the activities of the State Firemen's Insurance and Inspection (or 1%) Fund; including the collection and disbursement of funds, activities of the Supervisory Committee, audits of individual accounts, and administration of all 1% audits and activities.
- ❖ Actively participates, as required, with boards and committees such as; SC Firefighters Mobilization, SC Firefighters' Foundation, SC Fire Academy Advisory Committee, the SC Firefighters Insurance Services, and/or any other legally appointed position for the Association.
- ❖ Assures that all records required of the Association, by state statute and by any related auditing organizations, are maintained and accurate
- ❖ Oversees the management of all special events as approved by the Executive Committee such as: SC Fire-Rescue Conference, Legislative functions, Quarterly meetings, and other training sessions as appropriate.
- ❖ Implements a strategic long range plan for the Association that includes frequent reviews and marketing of that plan
- ❖ Assists the Trustees in the supervision of the SC State Firefighters' Association Retirement System
- ❖ Works with elected officials in the formulation and advocacy of legislation that is directed at improving the fire service operation in the state and the needs of the membership.

**Other responsibilities:**

- ❖ Represents the Association at state and regional meetings of related organizations and associations on behalf of the membership.
- ❖ Provides training for staff and committee members in articulating the programs and missions of the Association.
- ❖ Manages and cares for the properties of the Association.
- ❖ All other duties as assigned by the Executive Committee