



Division Manager, Public Fire Protection

Date: October 23, 2009
Location: Quincy, Massachusetts
Type: Exempt Full Time – Experienced
Grade: 28

The Division Manager of Public Fire Protection, plans, directs, oversees, and coordinates activities pertaining to public fire protection.

RESPONSIBILITIES

1. Public Fire Protection

Supervise and coordinate all Public Fire Protection Division activities, including technical committee operations, technical services, external liaison, budgetary criteria, and personnel performance.

2. Technical Committee Operations

- Directs and oversees technical staff; coordinates and reviews the technical and procedural aspects of technical committee activities;
- Assists in the preparation, editing, and production of documents on assigned technical committees;
- Coordinates with other staff with respect to references contained in other codes and standards;

3. Technical Services

- Provides verbal and written information and data to concerned persons within the scopes of assigned committees;
- Makes presentations and writes articles;
- Studies literature and other sources of information, and makes personal contact to maintain familiarity with developments in fire service management and technology, and to discover problems facing the fire services that require remedial action;
- Confers with manufacturers, researchers and others to obtain pertinent information;
- Reviews Association publications, films, and audio-visuals for technical content; consults with marketing personnel relating to sales strategy;
- Reviews articles, scripts, and manuscripts written by staff for technical accuracy and consistency with Association policies;
- Provide technical assistance in research projects;

4. External Liaison

- Maintains liaison with federal, state and local government organizations concerned with fire

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4. External Liaison (continued)
 - Maintains liaison with other fire service organizations to determine viewpoints and how those may affect the Association and its mission
5. Budgetary Criteria
 - Plans and prepares budgets related to the responsibilities assigned above, including product costs, operating expenses and outlays involving capital improvements and equipment purchases;
 - Monitors and controls budget in a manner responsive to the Association's monthly financial reporting cycle; identifies changes, problems & discrepancies to the financial analysis group;
 - Maintains or improves budgeted levels of expenses;
 - As part of an Association-wide effort identifies cost savings and profit improvements by recommending improved ways of product design, production, sale and distribution, as well as efficiencies in management and administration.
6. Other Duties
 - Perform other duties as assigned.

REQUIREMENTS

Candidate should possess a Bachelors degree in the field of fire protection, public administration, or equivalent. Must have at least ten years of fire service experience in increasingly responsible roles. Proven management, supervisory and budgeting experience required. Excellent organizational, interpersonal, verbal and writing skills. Candidate must be willing to travel approximately 30%. Candidate should have knowledge of the NFPA codes and standards making system.

NFPA provides an excellent salary / benefit package. If interested in this position, please send your resume and cover letter (including salary requirements) to:

Human Resources Department
National Fire Protection Association
1 Batterymarch Park
Quincy, MA 02169-7471
Email: hr@nfpa.org

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The National Fire Protection Association has been dedicated to reducing the worldwide burden of fire and other hazards through research, education and safety standards for more than a century. Let us set the standard for your career with respect, support and exciting opportunities!