

# SOUTH WALTON FIRE DISTRICT

911 North County Highway 393, Santa Rosa Beach, Florida 32459

*"Prompt, Competent, Caring Response in Time of Need"*



Ryan H. Crawford  
Fire Chief / Administrator

## ASSISTANT FIRE CHIEF – ADMINISTRATION

*Great Pay & Benefits*

**Apply Now – Deadline January 16, 2026**

The South Walton Fire District is currently seeking applicants for the position of Assistant Fire Chief – Administration. Under the general direction of the Fire Chief, the Assistant Fire Chief – Administration serves as a senior executive officer responsible for planning, coordinating, and directing the administrative functions of the Fire District. The position provides strategic and complex administrative support to the Fire Chief, leads key organizational initiatives, and ensures alignment between day-to-day operations and long-term strategic goals. The position may act as Fire Chief in their absence.

Responsibilities include supervision of the administrative elements of the Fire District, under the direction of the Fire Chief, with emphasis on employee relations and teamwork. Considerable latitude in decision making, initiative, and leadership. This is a salaried position exempt under the provisions of the Fair Labor Standard Act.

### **Major Duties:**

#### **Executive & Strategic Leadership**

- Assist the Fire Chief with overall leadership, management, and administration of the District.
- Serve as a key advisor to the Fire Chief on organizational issues, strategic priorities, and policy decisions.
- Coordinate execution of the Fire Chief's initiatives and monitor progress toward strategic goals, performance metrics, and accreditation standards.

#### **Administrative & Business Management**

- Oversee administrative divisions such as Finance, Human Resources, Information Technology, Community Risk Reduction, and Administrative Services.
- Direct development and administration of the District's operating and capital budgets; monitor expenditures and ensure effective internal controls.
- Oversee procurement of apparatus, equipment, technology, and services in compliance with applicable statutes, policies, and purchasing procedures.
- Ensure proper administration of contracts, grants, and interlocal agreements.

#### **Human Resources & Labor Relations**

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Assistant Chief - Administration

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**Leadership . Teamwork . Integrity . Community Service**

- Assist in development and implementation of HR policies, procedures, and programs.
- Oversee recruitment, selection, onboarding, promotional processes, and succession planning.
- Collaborate with labor representatives and legal counsel on collective bargaining, grievances, and labor-management issues, as assigned by the Fire Chief.
- Direct performance evaluation processes for assigned staff and recommend disciplinary actions and commendations.

### Community Risk Reduction, Prevention, and Public Information

- Provide leadership and direction over Community Risk Reduction, Fire Prevention, Inspection and Code Enforcement, and Fire & Life Safety Education programs.
- Ensure consistent application of adopted codes, standards, and ordinances.
- Oversee public information functions, coordinate media releases, community outreach, and messaging during routine operations and major incidents.
- Serve as or supervise the Public Information Officer and/or Emergency Management Coordinator as designated.

### Planning, Accreditation, and Data Analytics

- Lead strategic and master planning efforts, including long-range station, staffing, and resource planning.
- Oversee data collection, analytics, and performance reporting to support evidence-based decision-making and accreditation/ISO objectives.
- Coordinate special projects, studies, and process improvement initiatives to enhance efficiency and service delivery.

### Regulatory Compliance and Risk Management

- Ensure compliance with federal, state, and local laws, regulations, and standards related to fire/EMS operations, finance, HR, and workplace safety.
- Oversee risk management activities, including insurance, claims, and loss-control programs.
- Maintain current knowledge of legislative and regulatory developments affecting the Fire District and advise the Fire Chief and Board as requested.

### Board, Interagency, and Community Relations

- Prepare and present reports, studies, and recommendations to the Board of Fire Commissioners and other governing bodies as directed.
- Represent the Fire Chief and District at internal and external meetings, committees, task forces, and community events.
- Build and sustain collaborative relationships with county agencies, municipalities, law enforcement, EMS providers, hospitals, emergency management, and other partners.

## Operational Readiness and Incident Response

- Maintain operational competency and respond to significant alarms, disasters, and special events as a command officer when required.
- Participate in the Incident Command System and assume command roles consistent with training and assignment.

## Other Duties

- Act as Fire Chief when assigned.
- Perform related duties as required to support organizational excellence and mission success.

## **Minimum Qualifications:**

### Education

- Bachelor's degree in Fire Administration, Fire Science, Emergency Management, EMS, Public Administration, Business Administration, or a closely related field.
- Master's degree in public administration, Business Administration, or related field preferred.

### Experience

- Ten (10) years of progressively responsible experience in the fire service, including at least four (4) years at the Assistant Chief or Deputy Chief level in a similar-sized or larger fire department or fire district.
- Demonstrated experience in budget development, administrative management, and supervision of command-level officers.
- A comparable amount of training, education or experience can be substituted for the minimum qualifications

### Certifications/Licenses

- State of Florida Firefighter II certification.
- State of Florida Paramedic or EMT certification (or ability to obtain within a defined period).
- Valid Florida driver's license with acceptable driving record.
- Preferred: Fire Officer, Fire Inspector, and/or Instructor certifications; completion of advanced leadership programs (e.g., CFO, EFO, NFA Executive programs).

## **Knowledge Required for the Position:**

Knowledge of:

- Modern principles and practices of fire suppression, EMS, community risk reduction, and emergency management.
- Public administration, governmental budgeting, HR management, and labor relations.
- Applicable federal, state, and local laws, codes, and standards.
- Strategic planning, project management, performance measurement, and accreditation systems.

Skill in:

- Leadership of diverse teams and senior-level personnel.
- Budget preparation, financial analysis, and resource allocation.
- Negotiation, conflict resolution, and collaborative problem-solving.
- Effective oral and written communication with governing boards, staff, media, and the public.

Ability to:

- Plan, organize, and direct complex administrative and operational functions.
- Analyze data, identify trends, and make sound, evidence-based recommendations.
- Establish and maintain effective working relationships internally and externally.
- Perform effectively in high-stress situations and make timely decisions under pressure.

## **Supervision Received and Exercised:**

- Reports to the Fire Chief/Administrator
- Supervises: Assigned Division Chiefs/Managers (e.g., Finance, HR, Life Safety/Prevention, Public Information, Admin Assistants) and other assigned staff.
- Provides indirect supervision and leadership to Battalion Chiefs, Company Officers, and other personnel as assigned.

## **Physical Demands:**

- Must be able to wear all assigned bunker gear and effectively perform emergency scene duties when needed. Requires good vision, good hearing, ability to distinguish odors, ability to walk, run, drive vehicles, crawl, stoop, push, jump, and use other emergency and firefighting equipment as required. Must be able to climb ladders and stairs to perform or supervise and have working knowledge of the tools and procedures typically used in emergency operations.
- Must be a non-smoking/non-tobacco (including vape products) using person while on the job.
- Must successfully pass the Fire District's physical/drug screen, background, reference and driving record checks as a condition of employment.

## **Work Environment:**

Work is performed primarily inside an office or fire station setting, but some outside work scenes may occur. Outside work is frequently performed in emergency conditions which may often involve extreme danger and exertion under stressful and hazardous conditions such as flames, smoke, hazardous materials, cramped conditions, charged or oxygen deficient atmosphere, downed power lines, in and among moving vehicles, and in varying and inclement weather, among others.

NOTE: Reasonable accommodation considerations will be made for otherwise qualified individuals with a disability.

The South Walton Fire District (SWFD) is a professional fire/rescue agency located in Walton County Florida. SWFD maintains 5 fire stations, a communications center and provides beach safety services for the South Walton Beaches. SWFD is responsible for Fire Protection, Emergency Medical Services Transport, Lifeguards, Hazard Mitigation, Public Fire/Life Safety Education and Prevention as well as 911 Communication Services for an area of 84 square miles and serves a population ranging from 40,000 to over 150,000 during the tourist season.

If you are interested in this opportunity, completed applications/resumes should be emailed to [career@swfd.org](mailto:career@swfd.org) or may be returned to SWFD at 911 North County Highway 393, Santa Rosa Beach, FL 32459-5371 no later than Friday, January 16, 2026.

This job description is illustrative, and not all inclusive.

**DURING OCCASIONS OF LOCAL EMERGENCIES, THIS POSITION MAY BE REQUIRED TO REPORT TO PERFORM EMERGENCY TASKS, WHICH MAY RESULT IN EXTENDED WORK HOURS, AS WELL AS EXTENDED PERIODS OF TIME AWAY FROM FAMILY MEMBERS.**