



FRIO COUNTY EMERGENCY SERVICES DISTRICT NO. 1



Job Title	Department	Position Type	Location
Fire Chief / Administrator	Administration	Full Time	Frio County
Reports To	FLSA Status	Salary Range	Date Modified
Frio County ESD No. 1	Exempt		06/25/2026

Job Summary

The Fire Chief serves in a dual role as the chief executive officer of the Frio County ESD No. 1 Fire Department and the chief administrative officer of Frio County Emergency Services District No. 1.

The Fire Chief is responsible for developing, leading, and managing the Fire Department while directing emergency response operations and serving as the highest-ranking command officer during incidents involving the Frio County ESD No. 1 Fire Department. The Fire Chief also administers the District’s finances and business operations, including implementing Board policies, budget development and oversight, fiscal accountability, grants, capital planning, procurement, human resources, and regulatory compliance.

The Fire Chief serves as the primary liaison between the Board of Commissioners, the volunteer fire departments serving Moore, Bigfoot, Pearsall, and Dilley, local governments, state agencies, contractors, and the public.

This position exists to provide professional operational leadership, emergency incident command, and organizational management while ensuring sound financial stewardship, strategic planning, and collaborative support that strengthens emergency services throughout Frio County.

Governance and Operational Authority

The Fire Chief shall provide executive leadership, administrative oversight, and operational direction for the Frio County Emergency Services District No. 1 Fire Department, whose creation is intended to strengthen emergency services, improve regional response capabilities, and enhance public safety throughout Frio County.

In addition to leading the Frio County ESD 1 Fire Department, the Fire Chief shall work collaboratively with the county’s volunteer fire departments by providing guidance, training support, strategic planning, grant assistance, and technical expertise while respecting the independence and operational authority of each department. Each volunteer fire department shall retain command of its emergency operations unless otherwise authorized through mutual aid agreements, unified command, or applicable law.

The Fire Chief shall work with the ESD Board, volunteer fire departments, and community stakeholders to promote cooperation, improve readiness, ensure regulatory compliance, and support a coordinated countywide fire protection system that benefits all citizens of Frio County.



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Essential Functions

Executive Leadership

- Serve as Fire Chief of the Frio County ESD No. 1 Fire Department and chief administrative officer of the District.
- Lead the development, operations, and administration of the Fire Department.
- Implement Board-approved policies, goals, and strategic initiatives.
- Recommend budgets, capital projects, staffing, and operational priorities to the Board.
- Manage the District's finances, grants, purchasing, and regulatory compliance.
- Support and collaborate with the volunteer fire departments serving Moore, Bigfoot, Pearsall, and Dilley.
- Prepare and present operational and financial reports to the Board of Commissioners.
- Attend Board, committee, and community meetings as required.
- Maintain official District records, policies, and contracts.

Financial Administration

- Prepare annual operating and capital budgets.
- Monitor revenues, expenditures, reserves, and financial performance.
- Develop long-range financial forecasts.
- Coordinate annual audits and auditor communications.
- Oversee accounts payable and receivable processes.
- Monitor tax revenue projections and collections.
- Develop financial policies and procedures.
- Ensure compliance with governmental accounting requirements.
- Prepare monthly financial reports for Board review.
- Recommend budget amendments and financial adjustments as necessary.

Capital Planning and Asset Management

- Develop and maintain a district-wide capital improvement plan.
- Maintain an apparatus replacement schedule for all participating departments.
- Coordinate acquisition of apparatus, vehicles, radios, equipment, and facilities.
- Assist departments in specification development and procurement processes.
- Monitor capital project budgets and timelines.
- Maintain inventories of District-owned assets.
- Ensure proper lifecycle management of apparatus and equipment.

Volunteer Department Support

- Serve as liaison to volunteer fire departments.
- Assist departments with budget preparation and financial planning.
- Support volunteer recruitment and retention initiatives.
- Facilitate communication among department leadership.
- Coordinate district-wide administrative projects.
- Assist with identifying operational needs and future resource requirements.



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- Promote collaboration among participating departments.

Grants and Funding Administration

- Identify federal, state, regional, and private grant opportunities.
- Prepare and submit grant applications.
- Administer awarded grants.
- Maintain grant compliance documentation.
- Coordinate reimbursement requests and reporting requirements.
- Develop funding strategies supporting district goals.

Compliance and Risk Management

- Ensure District compliance with:
 - Texas Health and Safety Code
 - Texas Open Meetings Act
 - Texas Public Information Act
 - State and federal grant requirements
 - Applicable procurement requirements
- Maintain Board policies and administrative procedures.
- Coordinate insurance programs and risk management activities.
- Monitor contractual compliance.
- Assist departments with regulatory documentation requirements.

Human Resources Administration

- Administer personnel policies approved by the Board.
- Coordinate recruitment and hiring activities.
- Maintain personnel records and confidential documentation.
- Coordinate payroll administration.
- Manage employee benefit programs.
- Support employee training and professional development.
- Coordinate workers' compensation and related administrative matters.

Intergovernmental and Public Relations

- Represent the District before local, county, state, and regional organizations.
- Maintain positive relationships with elected officials and governmental agencies.
- Participate in emergency management planning activities.
- Promote public understanding of District services.
- Respond to citizen inquiries and requests for information.
- Coordinate public communications as authorized by the Board.

Emergency Management Support

- Support county and regional emergency preparedness efforts.
- Participate in planning activities for disasters and large-scale emergencies.



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- Coordinate administrative support during emergency activations.
- Assist with resource tracking and documentation during disaster operations.
- Maintain continuity of operations planning documentation.

Minimum Qualifications

Education

Bachelor's degree in one or more of the following:

- Public Administration
- Business Administration
- Finance
- Emergency Management
- Fire Administration
- Government
- Texas Commission on Fire Protection (TCFP) Fire Officer II certification preferred.
- Texas EMT-Basic or higher certification preferred.

Equivalent combinations of education and experience may be considered.

Experience

Minimum:

- Minimum of 15 years of fire service experience, including at least 5 years in a leadership position; Assistant Chief or Fire Chief experience preferred.
- Experience preparing reports, budgets, and financial documents.
- Experience managing multiple stakeholders or departments.

Preferred Experience and Skills

- Texas Emergency Services District experience.
- Volunteer fire department leadership experience.
- Local government administration experience.
- Grant writing and administration experience.
- Capital project management experience.
- Governmental accounting experience.
- Emergency management experience.
- Certified Public Manager (CPM).
- Certified Emergency Manager (CEM).
- Bilingual English/Spanish.



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Required Knowledge, Skills, and Abilities

Knowledge

- Texas Emergency Services District laws
- Government budgeting
- Financial reporting
- Public procurement
- Grant administration
- Strategic planning
- Capital project management
- Asset management
- Human resources administration
- Emergency services organizations

Ability

- Communicate effectively both verbally and in writing
- Prepare complex reports and presentations
- Analyze financial information
- Manage multiple projects simultaneously
- Develop productive working relationships
- Exercise independent judgment
- Facilitate consensus among stakeholders
- Maintain confidentiality
- Lead organizational improvement initiatives

Physical Requirements

The employee must be able to:

- Sit, stand, and walk for extended periods
- Operate office equipment and computers
- Drive throughout Frio County and surrounding areas
- Lift and carry up to 25 pounds
- Attend evening and weekend meetings as required

Reasonable accommodations may be provided for qualified individuals with disabilities.



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Work Environment

Work is performed primarily in an office setting with regular travel to:

- Emergency Scenes
- Fire stations
- Government offices
- Construction projects
- Training facilities
- Community meetings

The position may require attendance at emergency management events, disaster operations, or emergency coordination meetings outside normal business hours.

Performance Expectations

- The Fire Chief shall be evaluated annually by the Board of Commissioners based on:
- Leadership and performance of the Frio County ESD No. 1 Fire Department.
- Fiscal stewardship, budget management, and financial accountability.
- Strategic planning, capital improvements, and grant administration.
- Compliance with applicable laws, regulations, and Board policies.
- Support and collaboration with the volunteer fire departments.
- Emergency service readiness, personnel development, and operational effectiveness.
- Board relations, communication, and responsiveness.
- Professional leadership, ethics, and community engagement.

Disclaimer

This job description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. The Frio County Emergency Services District reserves the right to modify this job description at any time.