

**WESTCHESTER COUNTY
Personnel Office
New Position Duties Statement**

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies to this office.

<p>Civil Service Law Section Twenty Two: Certification for new positions. Before any new positions in the service of the city or other civil division shall be created, the proposal therefor, including a statement of the duties of the positions, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certification stating the appropriate civil service title for the proposed positions. Any such new position shall be created only with the title approved and certified by the Personnel Office.</p>		
<p>1. Name of Employee Unknown</p>	<p>2. Present Title Fire Chief Proposed</p>	
<p>3. Employed by : Towns: Villages: <u>Larchmont</u> School District: Special District:</p>	<p>4. If Position is Clerical: A. Is Typing Ability Required? Yes () No () B. Is Ability to Take Dictation Required? Yes () No ()</p>	
<p>5. Type of Position <input checked="" type="checkbox"/> Full time 12 months <input type="checkbox"/> Full time 10 months <input type="checkbox"/> Temporary _____ days</p>	<p>6. Total Hours of Work Per Week () 35 (x) 40 () _____</p>	<p>7. Rate of Pay 105,000- (x) Annually 125,000 () Monthly () Daily () _____</p>
<p>8. Place of Work (Location) Larchmont Fire Department</p>	<p>9. Name and Title of Immediate Superior Mayor Elizabeth Feld</p>	

10. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

PER CENT OF WORK TIME	DESCRIPTION OF DUTIES
10%	Takes active command at major fires and extraordinary emergencies
10%	Assigns firefighters to stations and shifts
10%	Recommends the purchase of equipment and supplies, addition of personnel
10%	Plans and directs training activities for the department
10%	Supervises the investigation and determination of the causes of fires
10%	Maintains discipline and promotes morale of the fire department
10%	Directs the inspection of buildings for fire hazards to insure compliance with local fire prevention ordinances
10%	Coordinates activities of fire department with other municipal departments
10%	Prepares and presents the annual department budget
10%	Exercises supervision and control of all Fire Department apparatus and equipment

11. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

NAME	TITLE	TYPE OF SUPERVISION
Elizabeth Feld	Mayor	Direct

12. Names and Titles of Persons to be Supervised by Employee in this position

NAME	TITLE	TYPE OF SUPERVISION
Entire Fire Department		

13. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

NAME	TITLE	LOCATION OF POSITION
Chris McDonald	Volunteer Fire Chief	Village of Larchmont

14. What minimum qualifications do you think should be required for this position?

Education: High school 4 years
 College _____ years, with specialization in _____
 Other _____ years, with specialization in _____

Experiences (list amount and type)

Three years of permanent service as a paid Fire Lieutenant, Captain

Essential knowledge, skills and abilities:

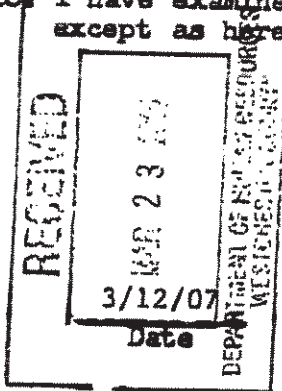
Comprehensive knowledge of modern firefighting & fire prevention methods & equipment
 Type of license or certificate required:

15. The above statements are accurate and complete.

Date: 3/12/07 Title: Mayor Signature: Elizabeth Feld
 Immediate Supervisor

Appointing Officer Approval

16. I have examined the above entries and have no corrections, addition, or comments except as here stated or attached:



Village Treasurer
 Title

[Signature]
 Appointing Authority or
 Authorized Representative

DO NOT WRITE BELOW - FOR PERSONNEL OFFICE USE ONLY

CERTIFICATE OF PERSONNEL OFFICER

17. In accordance with the provisions of Civil Service Law, Section 22, the Westchester County Personnel Officer certifies that the appropriate civil service title for the position described is:

1. Title: Fire Chief
 Code: 0101
 Class: Competitive

Date: 3/26/07

Signature: J. Russell Friday
 Personnel Officer