



Administrative Fire Chief

(Part-Time Position)

Palmer, Texas

This Part-Time Administrative Fire Chief (Fire Administrator) position will be responsible for a wide variety of complex administrative and technical duties. Among other duties, the Fire Administrator participates in the development, implementation, and administration of administrative policies, procedures, and programs; performs a full range of general accounting and bookkeeping duties for the department; prepares a variety of fiscal, administrative, and operational reports. The Fire Administrator will serve as a liaison with the ESD Board, Operations Fire Chief, Palmer Fire-Rescue, other City departments and staff, outside agencies, and the public to improve fire services in the district.

Key Responsibilities: The following is intended to be representative of the tasks this position will perform. This does not prevent the Board or Operations Fire Chief from assigning essential duties not listed herein if such duties relate to the position.

Leadership & Administration:

- Assist in the development of policies, procedures, and operating guidelines for the Fire Division.
- Hire, manage and maintain weekday staffing to answer Fire and EMS responses.
- Work with the ESD Board to assess fire equipment needs and establish projected costs.
- Act as a liaison between the ESD, Operations Fire Chief, Palmer Fire Rescue, and emergency response agencies.
- Seek out and apply for grant funding (e.g., Texas Forest Service grants) to help secure equipment and resources for fire protection efforts.
- Assists with managing the department budget; oversees line-item accounts; gathers documentation pertaining to budget preparation, creates documents for preparation of fiscal and mid-year budgets; provides accurate budgetary information to ESD and Operations Fire Chief or his/her designee.

- Ensures adherence to established purchasing guidelines; ensures authorization of persons making purchases or other expenses incurred under division budgets; may research/obtain product information from vendors; recommends purchasing alternatives to Fire Department management.
- Attends and participates in staff and ESD Board meetings as required.

Qualifications & Requirements:

- Intermediate level Texas Commission Fire Prevention certification required and must be maintained while employed.
- DSHS-EMT current certification required and must be maintained while employed.
- Must have a minimum of five years' experience in the fire service or emergency response field.
- Familiarity with rural fire service challenges and volunteer fire department operations is a plus.
- Proficiency in office software, record-keeping, and financial software.
- Strong organizational and communication skills.
- Ability to work collaboratively with volunteers, local officials, and community members.
- Willingness to dedicate time and effort to improving fire services in the district.

Preferred Qualifications:

- Experience in fire service leadership, training, or administration
- Knowledge of grant opportunities and funding sources for fire departments.

Compensation:

- This part-time position pays \$35-\$50/hr. based on experience. Position will require +/- 20hr/wk.

Application Process:

Interested individuals should submit a resume which must be received no later than 8/15/2026.

Send documents to either PO Box 607, Palmer, Texas 75152 or to

esd9-sec@elliscountyesd9.org