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FAIRVIEW
FIRE PROTECTION DISTRICT
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Ryan Hamre, FIRE CHIEF

Job Announcement:

General Manager | Fairview Fire Protection District

The Fairview Fire Protection District (FFPD) is seeking a part-time strategic, high-integrity leader to serve as our General Manager. This role is the backbone of our District's administration, ensuring that our resources, finances, and policies are managed with the same precision and dedication that our first responders bring to the field. The General Manager ("GM") conducts and coordinates the day-to-day business of the District and is responsible for providing managerial, analytic, and administrative support to the Board. This typically has required 20-40 hours work monthly but may not exceed 28 hours in any single week. Work is done mostly remotely. This is an "at will" management position working at the pleasure of the Board,. This position does not manage Fire administration/operations as management of staff is handled by the contracted Fire Chief.

Role Summary: The General Manager serves as the chief administrative officer of the District. You will be the primary liaison between the elected Board of Directors, the community, and the Hayward Fire Department. Your mission is to ensure that the residents of Fairview and Five Canyons receive premier fire and EMS services through diligent contract oversight, transparent financial management, and strategic long-term planning. As the General Manager, you aren't just an administrator; you are the bridge between the Board of Directors, the operational fire staff, and the Fairview community.

Key Responsibilities: Your mission is to ensure the District remains fiscally sound and operationally ready.

- **Strategic Leadership:** Execute the Board's vision and policies; lead long-range planning for district growth and infrastructure. Update & manage the District's 5 year strategic plan.

- **Financial Stewardship:** Develop the annual budget, manage financial audits, manage property tax & other revenue streams, and identify grant opportunities.
- **Community & Inter-Agency Liaison:** Act as the primary point of contact for the District to residents & partner agencies, addressing concerns regarding fire safety, prevention services, weed abatement programs, and emergency preparedness. Represent Fairview in regional emergency planning.
- **Board Governance:** Prepare agendas, attend all Board meetings, provide transparent reporting on District performance, and ensure the District remains in strict compliance with the Brown Act and California Public Records Act.
- **Contract Administration:** Oversee the service contract with the City of Hayward; monitor performance metrics and lead annual negotiations.

The Ideal Candidate:

We are looking for a professional who balances technical expertise with excellent "soft skills," including "Political Intelligence" for navigating the needs of an elected Board while maintaining a professional relationship with the contracted Fire Chief, Fire Services Administrator and other City of Hayward staff.

Feature	Requirement
Education	Bachelor's degree in Public Administration, Business, or a related field (Master's preferred).
Experience	5+ years in CA local government/management experience, preferably within a special district, municipal government, or fire administration.
Skills	Strong grasp of California public agency law (Brown Act), municipal budgeting, and contract negotiation.
Mindset	Proactive, diplomatic, and deeply committed to public safety.

The most suitably qualified candidate will possess the following skills, knowledge, and abilities:

- Facilitate discussions/workshops with the Board.
- Liaison with various agencies/constituents/contractors.
- Maintain awareness of political/regulatory trends impacting the District.
- Prepare written and oral reports/communication.
- Maintain a positive working relationship with Directors, public, and contractors.
- Effectively utilize computers and software necessary for conduct of District business *i.e.* PowerPoint, Word, Excel, e-mail etc.
- Able to travel to and attend evening meetings, as well as various meetings for other agencies.
- Must be able to work from home or remotely.

More About the Fairview Fire Prevention District:

The Fairview Fire Protection District is an independent Special District, established under the Fire Protection District Law of 1987, Health and Safety Code, Section 13800, of the State of California. The district is governed by an elected five-member Board of Directors who serve staggered four-year terms. The district owns fire stations and assets, but contracts with the City of Hayward Fire Department for fire and emergency services. The district's service area encompasses 4.2 square miles, comprising the Fairview and Five Canyon communities. The district serves approximately 14,653 residents and contains wildland areas, single-family homes, multi-family residential complexes, elementary schools, agricultural, and equestrian areas.

Working for the FFPD offers the unique challenge of managing a specialized district in a wildland-urban interface. You'll have a direct, visible impact on the safety of our neighbors while enjoying a high degree of professional autonomy. We serve a unique, suburban-rural community located in the wildland-urban interface between the San Francisco East Bay's densely populated coastal communities and open spaces/hills. As the only locally controlled and elected entity representing the district's residents, the Fairview Fire Protection District Board seeks to be a leader in providing public safety and emergency services to the local community.

The major revenue sources of the district are property taxes, a special tax for emergency medical services, and interest income. An annual audit

provides a complete financial statement for the district. More information about the district can be found on our web site.

<https://www.fairviewfiredistrictca.gov>

Compensation:

The GM receives an hourly rate to be negotiated with the Board based on qualifications. Rate expected to be \$105-\$115/hr. with a guarantee of 28 hours per month. A stipend of \$250 monthly is reimbursement for use of personal technology equipment. No other benefits currently apply.

APPLICATION & SELECTION PROCESS:

A Committee of the Board shall review resumes and reserves the rights not to move forward with any candidates or to start a different recruitment if candidates do not suit the District's parameters. This application process will remain open until the GM position is filled.

Candidates should email their resume and a Cover Letter to all three of the following:

- * President Dimic: DirectorDimic@FairviewFireDistrict.org
- * Director Anglin: DirectorAnglin@FairviewFireDistrict.org
- * Fire Services Administrator Tara Reyes tara.reyes@hayward-ca.gov

Note: This position requires an experienced leader who can navigate the complexities of modern fire protection—from climate-related wildfire risks to the nuances of local property tax funding.