The Fort Myers Beach Fire Department is seeking qualified applicants for the position of Technology & Security Administrator.

Final Date for Submittal: August 10, 2020 at 4:00 pm
Fort Myers Beach Fire Department
100 Voorhis Street, Fort Myers Beach, Florida 33931
The Fort Myers Beach Fire Department

The Fort Myers Beach Fire Department is located in Southwest Lee County, Florida, covering the islands of Estero and San Carlos, as well as nearby areas. Our team provides services to a population of approximately 9,000 full time residents, over 40,000 peak season residents, and over 1.8 million visitors each year. In addition to a significant population increase in peak season, Estero Island is a well-known and highly frequented Spring Break destination for visitors around the world. The Fort Myers Beach Fire Department covers a 10 square mile area out of 4 facilities strategically placed within the District, as well as responds to many areas of Southwest Florida through an automatic aid and closest unit response system.

The District began as a volunteer fire department in 1949 by the Beach Improvement Association, Inc. The District incorporated as the Fort Myers Beach Fire Control District in 1950 with an estimated population of only 2,500 residents. Since, the Fort Myers Beach Fire Department has become a full-service career and emergency response organization protecting the residents and visitors of this highly sought after and growing location.

The District’s total annual operating budget is approximately $13,200,000, and total expenditures and designated funds are approximately $22,300,000, which is primarily funded through property tax collection, fees for services, and impact fees.
Organizational Structure

The Fort Myers Beach Fire Department is a Special District of Florida, which operates by the governance and leadership of a five-member Board of Fire Commissioners. The Board of Fire Commissioners are residents elected by the Community to serve the District for a four-year term. The Board works with the Fire Chief and Administrative staff in establishing vision for the organization, strategic and long range planning objectives, as well as overseeing financial activities.

<table>
<thead>
<tr>
<th>Position</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firefighters &amp; Paramedics</td>
<td>28</td>
</tr>
<tr>
<td>Driver Engineers</td>
<td>9</td>
</tr>
<tr>
<td>Lieutenants &amp; Captains</td>
<td>9</td>
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<tr>
<td>Life Safety Services Staff</td>
<td>5</td>
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<tr>
<td>Administrative &amp; Support Staff</td>
<td>6</td>
</tr>
<tr>
<td>Battalion Chiefs</td>
<td>3</td>
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<tr>
<td>Division Chiefs</td>
<td>1</td>
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<tr>
<td>Assistant Chiefs</td>
<td>1</td>
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<tr>
<td>Executive Assistant Fire Chiefs</td>
<td>2</td>
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<tr>
<td>Fire Chief</td>
<td>1</td>
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<tr>
<td><strong>Total Personnel</strong></td>
<td><strong>65</strong></td>
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Branches, Divisions & Programs

The Fort Myers Beach Fire Department is organized into major branches, divisions and programs to achieve the maximum benefit in all aspects of resident and visitor needs. Fort Myers Beach Assistant Chiefs, Directors, and Division Chiefs oversee specific organizational branches, divisions, and programs while working together in achieving the organization’s operational and administrative goals.

Operations Branch

The Fort Myers Beach Fire Department Operations Branch manages all operational aspects of the organization, to include emergency response, training, emergency medical services, apparatus, and equipment. The Operations Branch is overseen by an Executive Assistant Fire Chief, who works closely with Training staff, the Division Chief of Emergency Medical Services, Battalion Chiefs, Captains, Lieutenants, Driver Engineers, Paramedics, and Firefighters to execute the operational mission of the organization.

Training Division

The Fort Myers Beach Fire Department Training Division coordinates and manages all initial, ongoing, and advanced level training. This includes development programs for the Firefighter, Driver Engineer, and Fire Officer. This division also manages all State and nationally required certifications. The Training Division coordinates promotional processes, hiring processes, and major incident reviews for the organization and other involved emergency service agencies.

Emergency Medical Services (EMS) Division

The Fort Myers Beach Fire Department EMS Division’s responsibilities include the management and planning of all levels of EMS delivery to include Advanced Life Support (ALS) transport ambulances, as well as fully staffed ALS fire apparatus to ensure ALS care is provided by the closest unit responding. The EMS Division also oversees EMS education, training, equipment, supplies, and administration of all medical services.
Support Branch

The Support Branch is overseen by the Executive Assistant Fire Chief of Support. This branch includes the Life Safety Division, Support Services Program, Facilities and Logistics Program, and Operational Technologies Program. Within these divisions and programs, the Support Branch provides all prevention, community education, risk reduction, and code enforcement to our community. This includes fire and life safety inspections, as well as building plan reviews.

This Branch also provides a variety of community outreach functions to educate our community, keep children safe in our schools, and much more. This Branch houses the Office of the Fire Marshal, which in addition to code enforcement and inspection programs, provides fire investigation services and public information. Finally, this Branch oversees the many logistical components of our organization. This includes facilities and grounds, information, technology and security, as well as supplies and materials.

Administration

The Administrative Branch is overseen by the Director of Finance and Administrative Services and provides support to all Fort Myers Beach Fire Department divisions and programs through document and policy management, benefit administration, purchasing processes, and budgeting. The administration also provides the organization’s Human Resources department, risk management coordination, and Strategic Planning Section.

The Fire Chief works with the Board of Fire Commissioners, administrative staff, legal counsel, accountants, and fire department officers to oversee Department functions. The Office of the Fire Chief also manages public records and the logistical components of the Board of Fire Commissioners. The Fire Chief serves as the direct liaison to the Board of Fire Commissioners by managing documentation, resolutions, meeting preparation, and other administrative considerations.
Hello and thank you for your interest in the Fort Myers Beach Fire Department Technology & Security Administrator position. We hope that the information found in this package will be a valuable resource for you to learn about our organization and determine whether this is a position you believe is the right fit for you.

As we search for this organization’s next Technology & Security Administrator, I am committed to finding an individual that is the right fit personally and professionally for the superior men and women of this team. We are a proud family who functions with a true and genuine focus on customer service.

In addition, we are looking forward to finding an individual that can assist with inquiries from the public and support the administrative team with the sincere values and integrity our family and community deserve and have come to expect. The ideal candidate for this position will focus on relationship building, while staying attentive to the needs of all team members. This individual also possesses a sense of humor, never taking him/herself too seriously, desiring to build a family atmosphere by engaging with and enjoying relationships with our team members.

The Fort Myers Beach Fire Department is proudly focused on high quality service to our community. This concept is embraced by our members and leadership, as we continue to find new ways to live this in our daily actions. We seek a Technology & Security Administrator who shares this focus, is committed to living it out, and surfaces new ways to contribute their skills to aid our organization and the public.

Though we highly value the qualification requirements of this position, as they create a baseline standard of professional competency, I also hold in high regard an individual of compassion and sincere dedication to the proud fire tradition of service. With this, I personally desire an administrative professional with the attributes to provide our team with sincere dedication, compassion, and accountability to continuous improvement.

Matthew R. Love
Fire Chief
Fort Myers Beach Fire Department
The Position of Technology & Security Administrator

The Fort Myers Beach Fire Department is seeking qualified applicants for the position of Technology & Security Administrator. The Technology & Security Administrator performs a wide variety of tasks and provides support to various Divisions, such as Emergency Medical Services, Training, Life Safety and Support, Administrative Services, and Operations.

The Technology and Security Administrator is responsible for the supervision, implementation, and maintenance of the Fort Myers Beach Fire Department’s (FMBFD) computing, security, acquisition, and data systems. The Technology and Security Administrator will ensure secure, effective operations of all computer systems, related applications, hardware, and software used by the FMBFD.

The Technology and Security Administrator will provide direct Information Technology (IT) support to all end-users of the Department as it relates to technology and security systems.

The Technology and Security Administrator also serves as the communications system administrator, maintaining the Department’s phone systems, cellular phone program, and radio software upgrades for operational technologies. This position is responsible for developing, implementing, and maintaining a technology logistics and supply chain.

The Technology and Security Administrator also acts as a project manager relating to areas of expertise. Vendors working on an approved technology and security project will be the responsibility of the Technology and Security Administrator.

The Technology & Security Administrator represents the District in a professional manner, using organizational; skills and self-starting ability in the execution of department technology & security responsibilities. This individual works under the direct supervision of the Executive Assistant Fire Chief of Support and in coordination with other team members.

See the Technology & Security Administrator Position Description for further requirements.
Technology & Security Administrator

Position Requirements

Experience:
Extensive experience in managing technology infrastructure and services.
Extensive experience in cybersecurity threat prevention and activity in the public sector preferred.
Highly proficient in Microsoft Suites to include Office 365 Administrator, SharePoint, virtual servers, Microsoft Office, and Exchange.
Previous experience in Datto firewalls and wireless services preferred.
Previous experience working with public safety hardware and programs, namely Motorola products and Hexagon Computer-Aided Dispatch software preferred.
Extensive experience in Social Media platform management preferred.
Demonstrate knowledge in video editing, producing, and sound bite technology.
Experience managing Apple IOS devices.
Experience with public safety information technology infrastructure support preferred.
Experience with Sage financial software is preferred.

Education:
Bachelor’s Degree in information technology, computer science, software engineering, or a related field.

Certificate or Licenses Required:
Must possess, or be eligible to obtain within 30 days of appointment to the position, and maintain a valid Florida driver’s license.

Certificate or Licenses (Preferred):
Microsoft 365 Certified: Fundamentals
Microsoft 365 Certified: Teamwork Administrator Associate
Microsoft Certified: Azure Database Administrator Associate
Microsoft 365 Certified: Security Administrator Associate

Knowledge, Skills and Abilities:
Excellent oral presentation skills, with the ability to make public presentations.
Excellent telephone skills.
Maintain customer service-oriented attitude at all times.
Portray a positive and professional image in a variety of settings.
Highly organized and detail oriented.
Ability to multi-task several projects simultaneously.
Ability to prioritize projects.
Ability to create and/or facilitate Department video productions; including but not limited to editing sound bites for internal and external messaging.
Excellent analytical and problem-solving skills.

A combination of education, training, and experience which provides the required skills, knowledge, and abilities, may be considered in qualifying a candidate.
Compensation and Benefits

- **The annual estimated Technology and Security Administrator Package is valued at $117,117 to $142,795.**
  (The Above Includes: Base Salary, Family Health, Dental & Vision, Florida Retirement Service District Contribution, Short and Long Term Disability)

- **Base Pay:** The Technology and Security Administrator Salary range for 2020 is $79,500 to $101,100. The starting pay range of $79,500 to $84,900 is based on a combination of education, experience and credentials.

- **Employee and Family Healthcare:** The District is proud to provide 100% Employee Healthcare and Full Family Health, Dental and Vision coverage at an employee co-share of 5% of dependents, valued at an average of $22,780 annually before co-pay. The District also provides a pre-tax plan for the cost of medical and child care related expenses through a Flexible Spending Account (FSA) under the Internal Revenue Service Section 125 Plan.

- **Retirement:** An excellent retirement plan is provided by the District through the Florida Retirement Services (FRS). The employee contributes 3% of wages, and the District contributes 10% of gross salary, equaling a total contribution of 13%. Additional retirement plans are available in the form of a 457 Deferred Compensation Plan as a deduction from employee pay.

- **Personal Paid Leave (PPL):** PPL, Holiday Pay, and other benefits can be found in the Exempt Employee Work Periods and Benefits document.

- **Education, Development and Training:** Education, Development, and Training is highly encouraged by the District and funded for the employee through a rewarding Education Plan.

Further benefit and salary information, as well as a position description, is available upon request.

This document does not facilitate an agreement, promise, or guarantee regarding its contents.
The Application Process

Applications are available online at www.FMBFire.org, and at The Fort Myers Beach Fire Department Administration office located at 100 Voorhis Street, Fort Myers Beach, FL 33931.

Applications must be filled out completely, to include any identified supplemental information. Incomplete applications will not be accepted. The position may remain open until filled, however the first round of applications must be received by **4:00 pm Eastern Standard Time, on August 10, 2020**. Submittal of applications can be via e-mail or US Postal Service (or equivalent) or in person. To submit your application online, please send your completed application with any **required** documents and supplemental documentation to Apply@FMBFire.org.

The organization will screen applications as they are received and will notify the candidate of receipt.

All application information will remain confidential and references will not be contacted until finalists are chosen, except where law prohibits.

The organization reserves the right to change the date of deadline.

Process Specifics

Candidates who successfully meet all requirements will be contacted and invited to attend an interview and assessment process.

*Further date notifications and scheduling will be made after application. All dates are subject to change.*

The Fort Myers Beach Fire Department is a Drug-Free Workplace and an Equal Opportunity Employer, as well as an At-Will Employer. Preference in appointment will be given to veterans and their spouses per Florida Statute 295.

Under Florida Statute 119.01, all application materials are public record and subject to public scrutiny.

Persons needing assistance or accommodation in accessing the application process should contact Human Resources at 239-590-4200.