

MONROE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
P O BOX 123 ~ MONROE LA ~ 71210-0123
318-953-2388

RE-POSTING NOTICE OF A COMPETITIVE EXAMINATION
FOR THE CLASS OF
FIRE CHIEF

A written examination will be given in approximately ninety (90) days on a competitive basis to approved applicants for the purpose of placing names on the competitive employment list for the class of *Fire Chief* in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the Monroe Municipal Fire and Police Civil Service Board.

Competitive applications may be obtained from the Administrative Office of the Monroe Fire Department, 1810-A Martin Luther King, Jr., Blvd. in Monroe, LA between the hours of 8:00AM – 12:00N and 1:00PM until 4:30PM. The competitive application is also available on the Office of State Examiner's website at www.ose.louisiana.gov.

A completed application **MUST** include a copy of driver's license and a **SELF ADDRESSED STAMPED ENVELOPE** and received in the Monroe Fire Department Administrative Office, 1810-A Martin Luther King, Jr., Blvd, by **12 Noon on Friday, June 14, 2024**.

Approved applicants will be notified of the exact date, time, and place of the examination at least five (5) days prior to the examination date.

QUALIFICATION REQUIREMENTS

- Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and being physically fit to perform effectively the duties of the position.
- Before an appointment, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position. Must possess a valid driver's license.
- Prior to beginning work in this class, must obtain a valid Louisiana driver's license.
- Must have a bachelor's degree in business administration, public administration, or a related curriculum and at least ten (10) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities OR must have a bachelor's degree or an associate degree in fire science, fire administration, or a related fire management curriculum and at least ten (10) years of progressively responsible experience in fire service positions. Fire service experience must include experience in fire suppression and rescue and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

- Applicant must possess one of the following high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred, or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate and at least twelve (12) years of progressively responsible experience in fire service positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Posted by Beverly Stewart, Board Secretary by directions of Chairman Hardeman Cordell

POSTING DATES

May 20, 2024 – June 14, 2024

DO NOT REMOVE BY ORDER OF
MONROE MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD

THE CITY OF MONROE IS AN EQUAL OPPORTUNITY EMPLOYER