

**FIRE CHIEF
STUDY GUIDE**

A written examination for the class of **FIRE CHIEF** to be administered in **NATCHITOCHE**s on **AUGUST 12, 2013**, will consist of approximately **120** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<p>FIRE ADMINISTRATION</p> <p>Knowledge of the principles of effective fire service administration, including management theory and organizational behavior, planning and research, productivity evaluation, risk management, and establishing a system for internal department controls; financial management; and managing equipment, property, and supplies.</p>	30.0%
<p>PERSONNEL MANAGEMENT/EMPLOYEE RELATIONS</p> <p>Knowledge of accepted practices in personnel management and of the procedures for developing and maintaining an effective employee relations program, including recruitment and selection, performance evaluation, grievance resolution, and applicable provisions of civil service law.</p>	10.8%
<p>I N F O R M A T I O N M A N A G E M E N T / W R I T T E N C O M M U N I C A T I O N S</p> <p>Knowledge of effective information management practices, including establishing policy for and overseeing a system for the preparation, control, and retention of records. Knowledge of the information gathering process and compilation of data into an effective written format for correspondence, reports, or other formal department communications.</p>	8.3%
<p>PUBLIC RELATIONS</p> <p>Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public.</p>	6.7%
<p>PUBLIC FIRE PREVENTION EDUCATION</p> <p>Knowledge of the procedures involved in developing and conducting a fire prevention/public education program to address specific community needs.</p>	6.7%