



PREDICTABLE IS PREVENTABLE®

Looking for a Flexible Full-Time Job? Enjoy the freedom of working from your home on your own schedule?

Join our growing team as a Fire Services Representative

KEY RESPONSIBILITIES:

- ★ Develop and prepare new policy content and updates to existing policy content for multiple jurisdictions in the Fire discipline using proprietary software systems.
- ★ Proactively identify current and future policy needs based on trends, best practices, case law, accreditation standards and other influences.
- ★ Evaluate policies and other content using relevant information and individual judgment to ensure compliance with various state laws, regulations or standards and recommend change and updates as necessary.
- ★ Organize material on a shared drive and complete writing assignments according to established standards.
- ★ Participate in team meetings and other collaborative assignments.
- ★ Manage priorities in order to complete assignments within designated timeframes.
- ★ Maintain records and files of work and revisions using spreadsheets and other tools.
- ★ Confer with client representatives, subject matter and industry experts and participate in group meetings to determine subject material to be developed for publication using various resources and collaborative tools.
- ★ Review published materials and recommend revisions and changes in scope and format.
- ★ Respond to client and potential client inquiries in a timely manner and within timeframe requested.
- ★ Stay abreast of new trends and innovations in the fire service, legal and risk management fields.

QUALIFICATIONS:

- ★ Commands an understanding of the purpose of policy and possesses the ability to evaluate material for applicability for inclusion as policy for various fire service agencies.
- ★ Strong knowledge of English composition and grammar standards.
- ★ Experience in developing and effectively presenting information and ideas.
- ★ The ability to comprehend and present information and ideas as part of a collaborative process
- ★ Ability to research case law, policies and procedures and other publications to identify and understand the implication of new information for both current and future policy and other related content.
- ★ Strong computer skills including proficiency in using Microsoft Office and the ability to learn specialized software systems.

EDUCATION AND EXPERIENCE:

- ★ Minimum ten years of experience in the fire service with at least two years supervisory experience involving the administration and management of a comprehensive fire service related program, or similar legal experience.
- ★ Active participation in the development, review and application of policies and procedures and the application of law to fire service activities is essential.
- ★ An undergraduate or graduate education from an accredited college or university is a positive consideration.

COMPENSATION AND BENEFITS:

Lexipol offers a flexible schedule, competitive salary and annual bonus, comprehensive benefits including 401(k) with Company match.

For consideration, please email your resume, cover letter with salary expectations to hr@lexipol.com.

Include Fire Services Rep in the subject line.

Lexipol is an Equal Opportunity Employer. Visit us at www.lexipol.com. Please no third parties.