

**ALEXANDRIA MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
NOTICE OF A COMPETITIVE EXAMINATION
FOR THE CLASS OF CHIEF OF FIRE ADMINISTRATION**

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 CHIEF OF FIRE ADMINISTRATION in accordance with the provisions of the Municipal Fire and Police Civil Service Law and the rules of the Alexandria Municipal Fire and Police Civil Service Board.

Application forms may be obtained from Toria Banks, the Secretary to the Civil Service Board, at 625 Murray Street, 3rd Floor, Alexandria, LA 71301.

Completed applications and the required attachments must be received by Toria Banks, at 625 Murray Street, 3rd Floor, Alexandria, LA 71301 by Monday, February 26, 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

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

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.


Must have not less than ten (10) years of experience as a full-time, paid fire service employee.

§2481.6. Chief of administration of fire department; competitive appointment

B.(1) The chief of administration of fire department shall have not less than ten years of full-time fire service experience.

(3) Eligibility for admission to the competitive test for chief of administration of fire department shall be limited to members of the same department as the fire chief at the time of appointment.

By direction of the chairman:



Toria Banks, Secretary

Post at all stations February 12, 2024 through February 26, 2024

**DO NOT REMOVE BY ORDER OF
ALEXANDRIA MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD
THE CITY OF ALEXANDRIA IS AN EQUAL OPPORTUNITY EMPLOYER**