

## **CITY OF TURLOCK, CALIFORNIA FIRE CHIEF**

The City of Turlock, California, is currently recruiting for Fire Chief.

### **THE COMMUNITY**

Located in the heart of California's Central Valley, the City of Turlock has grown to reach a population of 73,631 based on the US Census Bureau's latest population records. Although Turlock is the second largest city in Stanislaus County, it continues to maintain a small-town atmosphere and friendly attitude but with the conveniences and opportunities of a larger city. Turlock provides an unusual opportunity to combine a quality learning environment with relaxed rural living.

The backbone of the City's economy is agriculture, being located in the third richest agricultural county in the country. Turlock has become economically sound, agriculturally elite, and continues to seek growth and development that complements the city's business and industry and the needs of its residents. Cultural art experiences, sports activities, twenty-four parks, a full range of medical facilities and the attractiveness of the nearby Mother Lode, San Francisco Bay area and the Sierra Nevada's add to the pleasure of living in Turlock. Ideal weather, excellent facilities and Turlock's central location make it a perfect place for one to live.

Home of the Stanislaus County Fairgrounds, CSU Stanislaus, and the Carnegie Arts Center, the community of Turlock hosts numerous special events, from cultural events to CSUS athletic events and the annual Stanislaus County Fair, providing something for just about everyone. Turlock also offers several shopping areas. From Monte Vista Crossings to the several diverse shopping centers on Geer Road and a newly renovated and revitalized downtown retail district, one is sure to find something for everyone on their shopping list.

### **CITY GOVERNMENT**

Incorporated in February 1908, Turlock is a General Law City with a Council-Manager form of government. Turlock's five-member City Council includes a Mayor (elected at-large) and four Council Members (elected by district), all serving four-year terms, without limit. Council Members also choose from among their number a Vice Mayor, who serves a one-year term. The Council appoints a City Manager, who provides direction to all departments and supports the policy directives of the City Council. The Council also appoints a City Attorney, and the City Treasurer is elected.

### **THE DEPARTMENT**

The Turlock Fire Department is composed of three divisions, Operations, Fire Prevention, and Training; with 42 line firefighters, 4 administrative employees, and 3 Neighborhood Services employees. The total Fire Department budget for Fiscal Year 2021-22 is \$10,076,777. The department operates four fire stations strategically located throughout the City in an effort to maintain a five minute standard response time. Turlock is rated as a Class 2 city, according to the Insurance Services Organization (ISO). ISO rating is scaled from 1-10, with 1 being the highest rating based on the resources, response times, and fire prevention measures. The training program ensures the City is compliant with OSHA mandates and NFPA recommendations, resulting in highly skilled and prepared personnel. Neighborhood Services works to maintain a high quality of living for our residents and visitors and helps create a nice place to live and work. Community outreach and education continue to be a core focus of our organization.

**MISSION STATEMENT:** The mission of the Turlock Fire Department is to protect the lives and property of those people living and visiting Turlock. This is accomplished through a combination of life/safe code enforcement, public education, high trained personnel, and top-quality apparatus and equipment.

To learn more about the Fire Department, please visit: <https://ci.turlock.ca.us/firedepartment>

## **THE POSITION**

Under administrative direction of the City Manager, the Fire Chief plans, directs and reviews the activities of the Fire Department in preventing and extinguishing fires, limiting harm to citizens, preventing destruction of property. The Fire Chief is responsible for budget; program direction; provides direction to assure compliance to federal, state, and local regulations. Provides leadership and direction to meet City goals and to coordinate with other service areas, agencies, boards, commissions, and the public. In addition, the Fire Chief may act as City Manager in his/her absence and perform other job related work as required. The Fire Chief serves as an active and contributing member of the City's Executive Leadership Team.

## **THE IDEAL CANDIDATE**

The ideal candidate for the next Fire Chief must be more than use an expert firefighter, the Fire Chief must also be a skilled administrator and tactful leader. A variety of issues come across the desk of the Fire Chief from building safety, emergency management, environmental protection, budget, and personnel questions. As an integral part of the City's executive team, the Fire Chief is frequently called upon to provide subject matter expertise to each of these areas. The ideal candidate will be open-minded and progressive with organizational management savvy in order to assess the current organization and provide the direction and tools to move the Department forward. The Chief must embrace the philosophy of respect, collaboration, and a high degree of integrity.

## **KEY COMPETENCIES AND CHARACTERISTICS**

The new Fire Chief must make every effort to ensure that fire operations are maintained at the highest levels possible, consistent with the City Council's vision of an enhanced quality of life balanced with budgetary limitations. Additional desirable attributes and characteristics for the new Fire Chief include the following:

- The ability to create an environment of trust and respect; work collaboratively with employees to ensure a safe, motivated, and professional workforce
- Committed to Policy, Procedure and Training
- Previous experience in a multi-cultural environment
- Exceptional leadership and people skills – able to work with and establish relationships with the City's numerous stakeholders including the executive team, elected officials, and business owners
- Multi-tasker who possesses strong budgeting and administrative skills
- Outstanding communication skills - open, honest, listens well, is receptive, and communicates clearly
- Comfortable in a public-facing role - participates as appropriate in community activities while knowing the appropriate times to serve in a support function
- Demonstrates deep care and commitment to the community and its people
- Willing to make a professional and personal commitment to the City of Turlock; seeks a long-term partnership with the City as Chief

## **MINIMUM QUALIFICATIONS**

Knowledge of:

- Modern principles of Fire Department administration and personnel training.

- Modern fire suppression, prevention and training principles.
- Uses and maintenance of firefighting equipment and apparatus.
- Fire codes and local ordinances related to fire prevention, emergency response and disaster preparedness programs.
- Modern office procedures, and methods including computer equipment, word processing, spread sheet, data base, graphic presentations and other needed specialized software applications, and internet and electronic communication usage and methods.
- Budgeting development procedures and administration.
- Principles and practices of supervision, staff selection, motivation, training and personnel management.
- Principles of effective time management
- Principles of effective public speaking, conflict resolution and excellent customer service.

Ability to:

- Plan, organize, direct, evaluate and improve fire prevention, suppression and support activities.
- Interact with citizens and employees in an effective way that produces positive results.
- Understand, interpret and communicate state and federal regulations, laws, codes, policies and solutions in the area of fire management.
- Direct program services that benefit the community; analyze policy issues and develop recommendations.
- Direct, manage and monitor complex programs, and other processes involving multiple groups.
- Lead and direct City processes and procedures and specific requirements of assigned program areas.
- Delegate authority and responsibility as well as schedule and program work on a long-term basis.
- Work with and control sensitive and confidential information.
- Plan, initiate, and direct complete complex and multiple simultaneous work assignments; set priorities and organize work to meet deadlines.
- Lead, manage, evaluate and train personnel effectively and maintain discipline.
- Organize, implement and direct departmental goals within City objectives.
- Make highly effective presentations before groups and represent the City in public forums; interpret and communicate codes and regulatory information.
- Use computer and needed programs in a highly effective manner.
- Direct, project and administer a budget.
- Establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally, electronically and in writing.

### **Education and Experience**

- Possession of a Bachelor's degree from an accredited college or university with significant course work in the areas of Fire Science Administration, Business Administration, or a related field.
- Five years of increasingly responsible professional experience with a fire department at the level of battalion chief or above, including three years of administrative and management experience.

### **LICENSE AND/OR CERTIFICATE:**

- Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required as the time of appointment. Maintenance of a valid

California Driver's license and proof of automobile liability insurance is a condition of continued employment.

## **DESIRED QUALIFICATIONS**

The following qualifications are desired, but not mandatory:

- California State Fire Marshal Certified Chief Officer
- Certified Chief Officer
- National Fire Academy Executive Fire Officer

## **PHYSICAL REQUIREMENTS**

Maintain required physical abilities including: vision adequate to operate vehicles and equipment, read instructions and follow directions; hearing adequate to distinguish mechanical noises, converse on radio, telephone and in person; body mobility adequate to operate emergency medical equipment and perform required duties; use of hands and fingers adequate for writing, typing and computer related functions; ability to lift heavy equipment, as needed.

## **SALARY AND BENEFITS**

The monthly salary range for this position is \$12,287 - \$14,935, with salary at appointment dependent upon qualifications and experience of the selected candidate. The City also offers an attractive benefits package that includes:

**Retirement** — City employees are covered by the California Public Employees Retirement System (CalPERS). Depending on candidate's status with CalPERS and "classic member" determination, candidate is enrolled in the appropriate tier, based on eligibility. Employees before January 1, 2013 are covered by California Public Employees Retirement System (CalPERS) 3% at age 50 safety retirement formula. Employees hired after January 1, 2013 are covered by California Public Employees Retirement System (CalPERS) 2.7% at age 57 safety retirement formula.

**Benefits Package** — The City offers a health, prescription, vision, and dental plan for City employees and their dependents. Employees currently contribute \$0 per month towards this benefit.

**Life insurance** — Life insurance is provided in the amount of 1 ½ times the employee's annual salary, plus \$5,000, not to exceed \$500,000.

**Holidays** — The City offers 11 paid holidays and 2 floating holidays.

**Vacation** — Vacation is accrued at 10 hours per month and increases with years of service.

**Sick Leave** — 8 hours of sick leave is accrued for each month of service.

**Management Leave** — 80 hours of Management Leave will be provided per fiscal year as time or cash equivalent.

**Continuous Service Pay** — Continuous Service Pay of 1.5% at 10, 15 & 20 years for a total up to 4.5%.

**Deferred Compensation** — A 401 deferred compensation program is available with an employee contribution of 7% and an employer contribution of 3 1/2 % of the employee's base salary. The City also offers the opportunity to participate in a 457 Deferred Compensation Plan, including Roth IRA, and a Retiree Health Savings (RHS) Vantage Care Plan with an employer contribution of 3% to the RHS Vantage Care Plan.

**Long-Term Disability** — The City provides a Long-Term Disability plan.

**Professional Development** — The City provides \$700 per fiscal year in reimbursement for continuing work-related education and personal development in addition to attendance at professional conferences and meetings.

**Auto Allowance** — The City provides auto allowance of \$200 per month.

## **APPLICATION PROCESS AND RECRUITMENT SCHEDULE**

**Final filing date for this position: First review of applications is October 8, 2021.**

To be considered, please submit a resume, cover letter, and six work-related references (two supervisors, two direct reports, and two colleagues, who will not be contacted in the early stages of the recruitment) to: [resumes@cpshr.us](mailto:resumes@cpshr.us)

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact: CPS HR Consulting, Executive Search (916) 263-1401

Resumes will be screened on the criteria outlined in this announcement. Candidates with the most relevant qualifications will be given preliminary interviews by a consultant. The City will then select finalists to be interviewed. Candidates deemed most qualified will be invited to participate in a final interview process that includes comprehensive reference and background checks.