

ASSISTANT FIRE CHIEF

City of San José, CA





THE CITY OF SAN JOSÉ

The City of San José plays a vital economic and cultural role anchoring the world's leading region of innovation. Encompassing 180 square miles at the southern tip of the San Francisco Bay, San José is Northern California's largest city, third largest in the State, and the 10th largest city in the nation. With more than one million residents, San José is one of the most diverse large cities in the United States. San José's transformation into a global innovation center has resulted in one of the largest concentrations of technology companies and expertise in the world, including major tech headquarters like Cisco, Adobe, Samsung, and eBay as well as start-ups and advanced manufacturing.

San José has received accolades for its vibrant neighborhoods, healthy lifestyle, and diverse attractions from national media including Business Week and Money magazines. The downtown area is home to high-rise residential projects, theaters, museums, and diverse entertainment attractions such as live music, live theater, cafes, restaurants, and nightclubs. Inquiring minds are served by The Tech Interactive, the San José Museum of Art, and many local galleries and venues. The City is served by 15 of the 32 public school districts in the County, and over 300 private and parochial schools provide residents with a range of educational choices. Universities in and near the City include San José State University, Santa Clara University, Stanford University, and three University of California campuses.

In 2011, the City adopted Envision San José 2040, a long-term growth plan that sets forth a vision and a comprehensive road map to guide the City's anticipated growth through the year 2040. The Plan proactively directs significant anticipated growth in new homes and workplaces into transit-accessible, infill growth areas and supports evolution toward a more urban landscape and lifestyle. The San José area is powered by one of the most highly educated and productive populations in the United States. More than 40% of the workforce has a bachelor's degree or higher, compared with 25% nationally. Forty percent of San José residents are foreign born, and 50% speak a language other than English at home. San José is proud of its rich cultural diversity and global connections, and the essential role the City plays in connecting residents and businesses to the nation and the world.

THE CITY GOVERNMENT

The City of San José is a full-service Charter City and operates under a Council-Manager form of government. The City Council consists of ten (10) council members elected by district and a mayor elected at large. The City Manager, who reports to the Council, and his executive team provide strategic leadership that supports the policy-making role of the Mayor and the City Council and motivates and challenges the organization to deliver high quality services that meet the community's needs. Department heads, including the Fire Chief, are appointed by the City Manager with confirmation by the City Council. The City actively engages with members of the community through Council-appointed boards and commissions.

In addition to providing a full range of municipal services including police and fire, San José operates an airport, a municipal water system, a regional wastewater treatment facility, some 200 neighborhood and regional parks, and a library system with 24 branches. The City also oversees convention, cultural, and hospitality facilities that include the San José McEnery Convention Center, Center for the Performing Arts, California Theater, Mexican Heritage Plaza, and the SAP Center San José – home of the National Hockey League San José Sharks.

City operations are supported by 6,544 positions and a total budget of \$4.137 billion (for the 2020-2021 fiscal year). San José is dedicated to maintaining the highest fiscal integrity and earning high credit ratings to ensure the consistent delivery of quality services to the community. Extensive information regarding San José can be found on the City's website at www.sanjoseca.gov.

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THE FIRE DEPARTMENT

The San José Fire Department (SJFD) is committed to serving the community by protecting life, property, and the environment through prevention and response.

Responding to around 91,000 service calls each year (from 33 fire stations), SJFD is a high-volume, high-performance, and full-service fire department. In terms of critical infrastructure, SJFD is the emergency service provider for a number of high-hazard occupancies, including an international airport, a municipal airport, seven major hospitals (including three trauma centers and seven emergency departments), the SAP Center (home to the NHL's San José Sharks), San José State University (the oldest public institution of higher education on the West Coast), three super-regional malls, 108 high-rise structures, and the United States Patent and Trademark Office.

SJFD has 711 sworn personnel and a FY 2020-21 operating budget is \$263 million and in-progress capital projects including replacement of three aging fire stations, three new fire stations, and a new fire training facility.

THE POSITION

The Assistant Fire Chief is second in command in the Fire Department and assumes full command in the absence of the Fire Chief. To successfully discharge their duties, the Assistant Fire Chief must have in-depth knowledge of the modern principles, practices, and techniques of Fire Department administration, organization, and operation. They must also be keenly familiar with the methods, techniques, and equipment of modern firefighting, medical emergency services and fire inspection and prevention. In addition, they must have hands-on experience with the principles and practices of public administration, including planning, budgetary control, and human resources.

To ensure success in this highly responsible position, applicants must demonstrate the ability to effectively command large complex fire suppression operation and supervise a large staff. They must be able to relate effectively to employees and the public and express themselves clearly and concisely, both orally and in writing. Finally, they must have the skills and experience to effectively plan, develop, and implement a comprehensive fire suppression and prevention program.

Representative duties include but are not limited to:

- Ensuring 24/7 continuity of dispatch and emergency operations
- Supporting citywide emergency action planning and response to disasters
- Taking on-the-scene command of the suppression of major fires and related emergencies
- Planning, organizing, and directing the operation of the major divisions of the Department
- Developing, administering and enforcing the rules and regulations of the Department
- Developing and implementing various programs and projects such as emergency medical services coordination, the development and analysis of pending fire related legislation, and the providing of fire/life safety related education and training to the community
- Controlling the budget operations, inventory, employee performance reports and the suggestion awards system
- Supervising and evaluating the Fire Department personnel; making recommendations on employment, retention, promotion, demotion, and other personnel actions
- Directing all fire support functions, including training, fire apparatus maintenance, fire dispatch function, facilities maintenance, equipment purchasing and planning and research
- Maintaining effective working relationships with other departments, County, State and Federal agencies
- Representing Fire Department management in labor relations negotiations

THE IDEAL CANDIDATE

The ideal candidate is a person who is dedicated to helping the City of San José maintain the highest level of public safety while minimizing fire injuries, death and property damage. They will set a positive example and provide thoughtful, effective leadership to the members of the Fire Department. They will be an excellent administrator with the ability to think strategically, establish priorities, and develop clear work plans in a large, dynamic organization that is experiencing rapid change. To meet the challenging demands of this position, the incumbent will have experience with strategic planning, organizational management, budget development, cost control, policy development, succession planning, and discipline. The ideal candidate will also have a demonstrated history of increasing executive level leadership and administrative responsibilities.

The successful candidate will be a collaborative leader who possesses the ability to acclimate quickly to the position and the agility to manage multiple projects and programs simultaneously. They will report to duty ready to roll up their sleeves and help the department successfully complete construction of a new training center, development of a new airport fire station, the addition of three new community fire stations, and improvements at two existing fire stations. They will have the political acumen and composure to represent the department with the highest degree of professionalism in multiple forums including City Council meetings and community hearings. Lastly, they will maintain a positive relationship between labor and management.

QUALIFYING EDUCATION AND EXPERIENCE

To be considered, candidates must be currently employed as a Fire Captain or a in a chief fire officer rank such as Battalion Chief, Division Chief, or Deputy Fire Chief. A Bachelor's Degree from an accredited college or university in business administration, management sciences or related field is highly desirable. Advanced coursework or training in leadership, management and/or organizational development is preferred. The best qualified candidates will have experience working in a fire department in the state of California.

COMPENSATION AND BENEFITS

The Assistant Fire Chief salary range is currently \$153,324 - \$237,150; placement within this range will be dependent upon the qualifications and experience of the individual selected. The Assistant Fire Chief receives an approximate five percent (5%) ongoing non-pensionable compensation in addition to the compensation listed above. The salary is supplemented by an attractive benefits package that includes, but is not limited to:

Retirement— Competitive defined benefit retirement plan with full reciprocity with CalPERS; defined contribution plan available as an option.

Health Insurance— The City contributes 85% towards the premium for the lowest-priced non-deductible plan. Several plan options are available.

Dental Insurance— The City contributes 100% of the premium of the lowest-priced plan for dental coverage.

Personal Time— Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service. Executive Leave of 40 hours is granted annually and depending upon success in the Management Performance Program could increase to up to 80 hours. Sick Leave is accrued at the rate of approximately 8 hours per month.

Holidays— The City observes 14 paid days annually.

Deferred Compensation— The City offers an optional 457 plan.

Flexible Spending Accounts— The City participates in Dependent Care Assistance and Medical Reimbursement Programs.

Insurance— The City provides a term life insurance policy equal to two times annual salary. Long-term disability and AD&D plans are optional.

Employee Assistance Program— The City provides a comprehensive range of services through the EAP.

Additional information for executive management and professional employees (Unit 99) benefit and compensation summary can be obtained by visiting the City's [website](#).

HOW TO APPLY

Please apply **on-line** by **December 4, 2020** at www.allianceRC.com. For questions, inquiries or candidate recommendations, please contact:

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