

Fire Chief

Charleston, SC Fire Department

The City of Charleston Fire Department is currently recruiting qualified applicants to fill the Fire Chief position. This position will become vacant on March 1, 2012, due to retirement. The Fire Chief reports to the Mayor. The City operates under a Strong-Mayor form of government. City council is composed of 12 members, over which the Mayor presides.

The City of Charleston, with a population of just over 120,000, (2010 Census), is the second largest and fastest growing city in South Carolina. This beautiful, historic, vibrant city is not only considered one of the top three tourist destinations in the country and one of the United States "Best Places to Live," it is the largest business, medical and financial center in the southeastern part of the state. Charleston is the fourth busiest container ship destination on the Atlantic seacoast. In addition, the deep-water port allows large vehicle transport vessels and passenger ships to utilize its docks. With over 90 miles of beautiful shoreline, the area is a special place for beachcombers and ocean-lovers to explore.

(For additional information search: www.charleston-sc.gov or www.charlestoncvb.com)

The Organization

The Charleston Fire Department, with roots back into the 1700s, enjoys a unique place in history as one of the earliest fire departments to be established in the United States. The department consists of 19 fire companies located throughout the city and the incorporated areas of West Ashley, James Island, John's Island and Daniel Island. The full array of fire and response services is provided by 319 sworn personnel and 4 support staff members operating out of 19 active fire stations. The Fire Inspections Division is managed by the Fire Marshal, who reports to the Deputy Chief of Administration and supervises a staff of five employees. There are three mechanics on staff who maintain all fire equipment. The projected budget for the 2012 fiscal year is approximately \$22.4 million. The CFD enjoys an outstanding working relationship with the other fire departments in the region and recent new policy initiatives have moved the departments into mutual aid and automatic aid coverage. Future initiatives will continue to develop consolidations of service and training programs on a regional basis.

The department is currently preparing to begin the accreditation process through the Center for Public Safety Excellence. This process will strengthen and solidify the department's policies and procedures and will greatly enhance the ability of the CFD to provide quality, timely and professional services to the community. The goal is to complete this process by 2015.

(Search: City of Charleston, SC, Fire Department)

The Ideal Candidate

The successful applicant for this position must possess the following minimum qualifications:

Education:

- A Bachelor's Degree in Fire Science, Fire Service Administration, Public Administration, Business Administration, Management or a related field. Completion of the Executive Fire Officer Program at the National Fire Academy in addition to the bachelor's degree is highly preferred
- **Or** an equivalent level of education, training and experience that would ensure that the applicant meets the above minimum qualification

Experience:

- A minimum of 15 years of full-time, well rounded experience in the fire service
 - Of the 15 years noted above, a minimum of ten years of full-time progressive fire service supervisory and command experience that clearly demonstrates the experience is indicative of senior executive level management capability necessary for leading the Charleston Fire Department
- A high level of experience in the management of a fire department through subordinate managers
- Management in a fire department in an urban environment - preferably with historic buildings, a waterway approach and of the size and complexity of Charleston
- Development and administration of a multi-million dollar budget
- Recruiting, training, developing, maintaining accountability and retaining a diverse workforce
- Developing and implementing strategic plans
- Organizational development
- Engaging him/herself and the department in the community

Physical/Background:

- Must pass the department's medical/physical examination (after offer of employment) and a comprehensive background investigation

Driver's License

- Possess or be able to obtain a South Carolina driver's license within 30 days of appointment

Attributes

The following is a representative sample of the knowledge, skill and abilities necessary to be successful in this position:

- The utilization of industry proven practices and operational principles and practices of fire, EMS, rescue, prevention, investigation and suppression activities; current laws, codes, regulations
- The use of modern technology to enhance the fire service public safety planning and response
- Response, rescue, prevention, hazardous materials and incident command issues relevant to urban area; planning and response principles from a waterway perspective and delivery of services from multiple stations
- Disaster preparedness and emergency response
- Human resource related laws and administration.
- Modern office equipment, including computer technology, software programs and communications technology
- Principles of working in a strong mayor form of city government and the ability to work within the policy guidance and direction of the Mayor

- Continue moving the fire department progressively forward utilizing current resources and acceptable practices
- Make effective verbal presentations to a wide diversity of audiences: City Council, the media, community groups, civic groups, professional associations, the Mayor and staff etc.
- Plan, organize, implement, direct and evaluate department operations and the work of staff organizational outcomes
- Vision future challenges related to public safety policy for the city and/or department and to present and implement viable plans to mitigate the challenges
- To assess apparatus and facility needs and develop plans to meet those needs both short term and long term
- To delegate responsibility and to ensure consistency in accountability
- Provide fire related services in an urban, yet diverse demographic setting - including vast historic facilities
- Align the department's business planning, budget planning, personnel administration and other key elements in developing the organization
- Move the department towards accreditation to meet the goal of accreditation by 2015
- To recruit, attract, train, develop, promote and retain a high-quality diverse workforce to meet the vast demographics of the city
- Provide high-level customer service in meeting the needs of the community
- Plan and implement a waterway fire service strategy and ensure appropriate personnel are trained to provide this service
- Display a high-level of leadership, communication, delegation, decision making, motivation and commitment

Salary and Benefits

Salary Range: \$120,000 - \$135,000 annually depending on qualifications. Comprehensive benefits package to include an assigned vehicle.

Filing Deadline and General Selection Process

The candidate must by the closing time and date of **4:00PM PST, Thursday January 12, 2012:** Complete all required application documents (employment application, supplemental questions, resume) and mail to:

Charleston Fire Department
 C/O Emergency Services Consulting International
 25200 SW Parkway Ave. STE 3
 Wilsonville, OR 97070
 1 800 757 3724

Candidates will be screened based on their qualifications for this position as evidenced by the education, experience and training they report/document relative to this position, which shows that they possess the knowledge, skills and abilities required to be successful.

Selected candidates will be asked to participate in telephone interviews approximately January 30 - 31, 2012. Candidates selected to continue in the process will be asked to appear in Charleston approximately February 22 - 24, 2012 for additional onsite meetings and interviews.

All application materials can be downloaded at www.esci.us

Dear Applicant:

Thank you for your interest in the Fire Chief position for the Charleston Fire Department in Charleston, South Carolina. An instruction sheet is attached.

We wish you the best throughout this process. A few suggestions that could improve your chances of being a finalist in this process include the following:

- Do not send a boilerplate résumé. Study the information in the application materials and develop a résumé that clearly demonstrates how you meet the specific requirements for the position.
- Keep the résumé short and readable; three or four pages should be more than adequate to illustrate your qualifications.
- Fill out the employment application completely and truthfully, and sign it.
- Complete the Supplemental Questions requested on the next page
- **ONLY** send copies of certificates/licenses for proof of job requirements as listed in the announcement, e.g. officer certifications, college degree(s), required training courses, etc.

A telephone interview will be conducted if you are selected for consideration; therefore, it is important that you provide work, home, and cell phone numbers that we can use to reach you, and please include your e-mail address. If for any reason you will not be available at the numbers listed on your application between **January 30 - 31, 2012**, it is your responsibility to contact us to provide a number where you can be reached.

The application materials list all dates for this process. Those dates cannot be changed, so think positive and leave important dates open so you can participate in the final interviews. The selection process is tentatively scheduled for February 22 - 24, 2012, in Charleston, SC.

Return resume/application to:

Charleston Fire Department
C/O Emergency Services Consulting International
25200 SW Parkway Ave. Suite 3
Wilsonville, OR 97070-9616

Resume/application must be received at the address above no later than 4:00PM PST, Thursday January 12, 2012.

Good Luck,



Jerald R. Freshour
Project Manager
ESCI

Attachment

Instructions

1. Complete and sign the employment application.
2. Your résumé should include, as a minimum, the information required in the Position Announcement and Brochure. See candidate letter regarding sending copies of certificates/licenses.
3. Supplemental Requested information

Please include a typewritten description of the following in addition to your résumé, with each area titled and listed separately. (Use NOT more than one typewritten page per answer.)

- a) Demographics of your current (and/or previous, if appropriate) employment experience(s): your role/position in the organization, size of service area, population served, number and types of staff, annual call volume, types of services provided, budget and any other information you believe pertinent to the position for which you are applying
- b) Please describe your experience and your role in agency consolidation initiatives and/or consolidation of programs and services
- c) Please describe your knowledge, skills, abilities, and experiences in organizational development and how that relates to the Charleston Fire Department
- d) Description of your experiences that has provided you with a well-rounded working knowledge of the fire/EMS service that has qualified you to assume this position
- e) Description of your progressive management/command level experiences/positions that qualify you for this executive Fire Chief position
- f) Please discuss your knowledge, skills, abilities and experiences in the human resources area: recruitment, selection, promotion, employee development, training, retention, employee relations
- g) Describe your knowledge, skills, abilities and experiences in key administrative functions such as budget development and management, policy development and recommendation, negotiating inter-agency agreements etc.
- h) Please describe your experience and involvement in the strategic planning process and how the internal and external stakeholders were involved.
- i) Please describe your experience of being involved in the community and how you have engaged your organization to meet the needs of the community
- j) Please describe your experiences and involvement in professional associations and organizations
- k) Description of your experience in working in an organization where you played a role as a team member in the governmental process, include to whom you directly reported.
- l) Discuss your experience in assessing apparatus, facility and equipment needs and developing plans and schedules to meet those needs.

Download application and position details at www.esci.us

The completed and signed employment application, supplemental requested information and résumé must be received no later than: **4:00 p.m. PST, Thursday, January 12, 2012.**