

ATTRIBUTES CONTINUED

- 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
- 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 delegate responsibility and to ensure consistency in accountability
- To assess apparatus and facility needs and develop plans to meet those needs both short and long-term
- 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 .

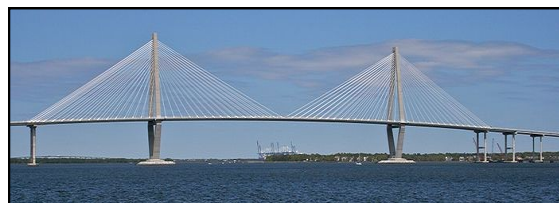
FILING DEADLINES AND GENERAL SELECTION PROCESS

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

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 Avenue, Suite 3, Wilsonville, OR 97070

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.



Executive recruitment conducted by:



EXECUTIVE RECRUITMENT FOR THE POSITION OF FIRE CHIEF

CHARLESTON, SOUTH CAROLINA



THE COMMUNITY

The City of Charleston, with a population of nearly 121,000, is the second largest and fastest growing city in South Carolina. The greater Charleston area, which includes three counties, is the largest in the state with a population of approximately 500,000.

This beautiful, historic, vibrant city is not only considered one of the "Best Places to Live" in the United States, it is the largest business, medical and financial center in the southeastern part of the state. In recent years, the city has been growing in industries related to aerospace, biosciences, and digital media. The Charleston Port and the Boeing Company, among others, have made Charleston the strongest economic engine in South Carolina.

With over 90 miles of beautiful shoreline, the area offers unique opportunities for ocean-lovers and water sports enthusiasts. Educational opportunities abound in the area as well as cultural venues and events of all kinds, community activities and celebrations, and sports activities for young and old. The atmosphere in the city is friendly and inviting, the restaurants are world-class and the sight-seeing is virtually endless. There is a wide variety of housing available in the city and the surrounding area.

(For additional information visit: www.charleston-sc.gov; www.charlestoncvb.com.)

THE ORGANIZATION

The Charleston Fire Department (CFD), with roots back into the 1700s, enjoys a unique place in history as one of the earliest fire departments 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 service area covers 110 square miles and the department operates 19 active fire



stations. There are 319 sworn and 13 non-sworn personnel that comprise the Fire Department. 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 CFD is a full-service department, which provides fire suppression, investigation and prevention, public information and education, hazardous materials response, rescue and technical rescue activities

and first-responder emergency medical response. Medical transport is provided by Charleston County. Fire department personnel are trained and certified at the EMT-B level. The department recently purchased a fire boat and is currently selecting personnel for training and staffing of the boat. The age and condition of fire stations and apparatus is an area under review, but a plan does exist for replacement and updating. The safety of the on-line personnel is of utmost importance in the department and equipment provided to the firefighters is modern and well cared for.

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 enhance the ability for the CFD to provide quality, timely and professional services to the community. The goal is to complete the accreditation process by 2015.

THE POSITION OF FIRE CHIEF

The Fire Chief manages and leads the department either personally or through subordinate managers (two DCs, three ACs, and twelve BCs) in providing quality fire department public services to the city and the surrounding areas. Consistent with policy, laws and directives, the Fire Chief ensures strategic plans, goals and objectives are met through the implementation of initiatives and resources to produce the desired outcomes.

The Fire Chief must have the demonstrated knowledge and ability to evaluate programs and personnel and to move the department forward. The Fire Chief needs to be a progressive leader with the ability to perform complex administrative and managerial functions in directing the policies, operations, activities and staff of the fire department. The ideal candidate will have a high degree of demonstrated knowledge and experience in organization management and development and interpersonal skills.

The Fire Chief should possess a well-rounded experience base in all facets of the fire service inherent to an urban environment. In addition, the Fire Chief must have demonstrated quality experience in leadership, management, administration and public policy in the fire service. The city of Charleston operates under a "strong-Mayor" form of government. The Fire Chief reports directly to the Mayor who is the chief administrator and executive officer of the city. The City Council is composed of the Mayor and 12 City Council members.



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.
 - A Master's Degree and/or 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, 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 areas; 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, including employee relations
- 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

