



Executive Recruitment

- Fire Chief



Anoka-Champlin, Minnesota

Anoka is a suburban city of 17,000-plus residents outside of Minneapolis and St. Paul. As the county seat of one of the fastest growing counties in the Twin Cities area, Anoka offers an abundance of attractions, events and activities. Champlin is a progressive community with nearly 25,000 residents and is undergoing a major transformation with nearly \$100 million in public and private investments.



The Anoka-Champlin Fire Department (ACFD) is a combination department that employs both full-time and paid-on-call firefighters. The Fire Chief and three full-time firefighters make up the full-time staffing with the assistance of a part-time Fire Department Administrative Assistant. The City of Anoka is part of a Joint Powers Fire District that shares fire services with the City of Champlin. This Joint Powers Agreement (JPA) began in 1985.

One of the most traditional Fire Departments in Minnesota the Anoka Fire Department was established in 1857 as the Protection Hook and Ladder company. Today ACFD is distinguished by its white vehicles. A nod to the days when Anoka firefighters used white horses to pull their steam drawn engines.



Anoka-Champlin's Fire Chief

The Fire Chief is appointed by and responsible to the Joint Powers Fire Board. The Fire Chief performs a variety of managerial, administrative, technical and supervisory functions. Plans, organizes, coordinates, directs, and implements administrative, personnel, operational and supervisory practices of the department. Such work includes, creating and maintaining policies and budgets, ensuring required records are submitted and ensuring all department services are continually evaluated to provide for the delivery of progressive services to the community.



Essential Job Functions

- Plans, organizes, directs, coordinates and evaluates the work of the Anoka-Champlin Fire Department. Evaluates and improves services for all aspects of fire suppression, training, code enforcement and prevention, public education and administrative practices.
- Performs varying forms of administration, management and supervision for full-time staff and paid-on-call firefighters and fire officers. Delegates appropriate duties, responsibility, and authority to supervisors.
- Develops and maintains a workforce committed to customer service, result orientation and team work. Delegates appropriate duties, responsibility and authority to department managers to ensure appropriate supervision is maintained. Ensures compliance with applicable laws and standards as well as labor agreements and City-wide and Department policies and procedures.
- Ensures the financial stability of the Departments by establishing cost control measures and monitoring all fiscal operations of the department. Prepares annual budget request, providing justification and budget modifications. Forecasts and procures revenues and funding for current and future projects. Ensures the efficient and economical use of departmental funds, personnel, equipment, materials, facilities and time.
- Works with staff, Operational Committee and Joint Powers Fire Board to develop long-range, strategic plans for meeting the emergency service needs of the communities. Sets short and long-term goals, establishing objectives and benchmarking progress toward achievement. Stays abreast of current trends and practice in emergency service operations.
- Assists the respective Emergency Managers in the planning, preparation, response, mitigation and recovery of community emergency response. May assume Incident Command as required. Provides briefings to the Joint Powers Fire Board and City Manager/Administrator on significant events or developments which may affect overall public safety and/or other dimensions of public and community relations during an event.
- Provides supervision of full-time and part-time staff assigned to the fire department and manages and evaluates personnel at the scene of emergencies and other settings.
- Manage employee performance review program to include annual reviews and employee discussion of contribution. Develops employee development programs.



THE FIRE DEPARTMENT'S MISSION

TO MINIMIZE LOSS OF LIFE AND PROPERTY FOR THE CITIES OF ANOKA AND CHAMPLIN FROM FIRES, NATURAL DISASTERS, LIFE THREATENING SITUATIONS AND TO ASSIST OTHER EMERGENCY AGENCIES. TO PERFORM THESE SERVICES IN AN EFFICIENT MANNER BY MAINTAINING EFFECTIVE FIRE PREVENTION, EMERGENCY RESPONSE, FIRE SUPPRESSION AND TRAINING.

Certificates & Licenses

- Minnesota Firefighter License or equivalent (NFPA 1001 Firefighter I and II standard) is required.
- Hazmat Operations level training meeting NFPA #472 standards.
- Emergency Medical Technician (EMT) certification meeting Minnesota EMS Regulatory Board standards.
- State and Federal Emergency Management Certification (or ability to obtain within two-years of hire)
- Fire Instructor I training and/or certification meeting NFPA #1021 standards, or equivalent.
- ICS 100 – 800
- Possession of, or ability to obtain an appropriate valid, unrestricted Minnesota drivers license.



Qualifications

- Ten years of progressively responsible fire service experience in a paid-on-call or volunteer fire department which includes a minimum of seven years of supervisory experience in a command role as an officer.
- Minimum of five years' experience with relevant fire codes, city ordinances, state laws, and rules and regulations in the area of fire prevention and fire investigations.
- Demonstrated experience in budget preparation, written communications, public speaking and research reports.
- A bachelor's degree (BS) from an accredited four-year college/university in fire science administration, public administration or related field. Credit will be given for 10-years of experience as a chief fire officer in lieu of a BS degree. An associate's degree in fire science, public safety, business administration or public administration or related field from an accredited college or university, plus a minimum of ten years of progressively responsible experience in a paid-on-call or volunteer fire department which includes command experience as an officer may be considered.
- Preferred: National Fire Academy Executive Fire Officer program.
- A minimum of 100 hours of management or leadership training in the fire service.



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Anoka-Champlin Fire Department - Fire Chief

Salary range: \$121,000 to \$135,900

Starting salary is dependent upon experience and qualifications. The Anoka-Champlin Fire Department also includes an excellent benefit package.

Please submit a signed and completed application, resume and any other relevant supporting documentation

no later than 5:00PM PST on Tuesday, December 15, 2020

Application materials must be sent electronically, with return receipt request, to:
recruitment@esci.us