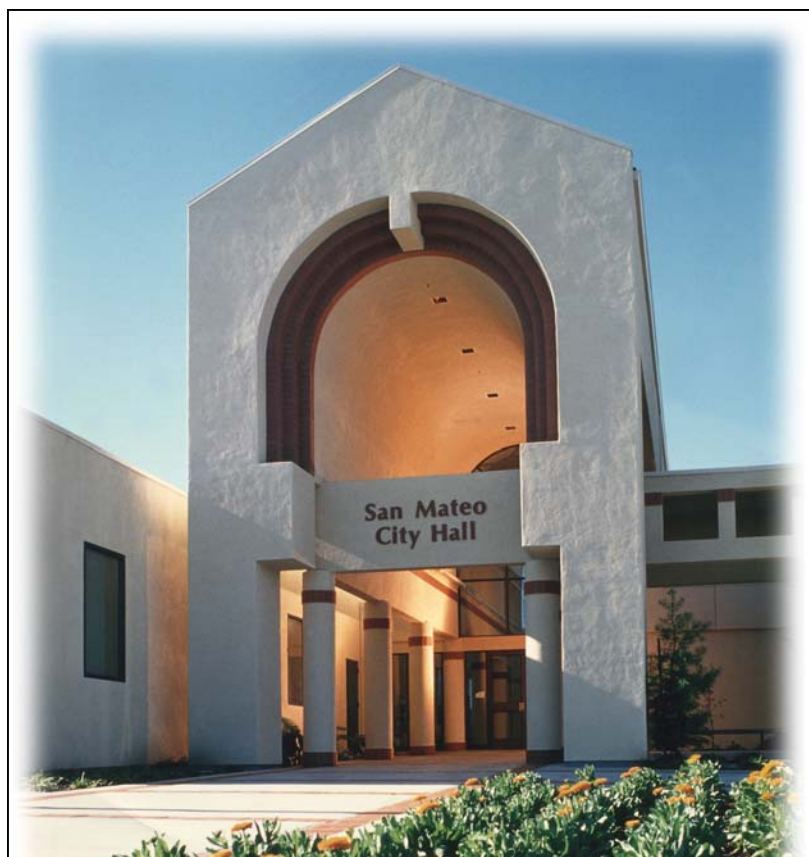




Invites your application for the position of:

Deputy Fire Chief

City of San Mateo



Closing Date:

Monday, May 5, 2008, @ 5:00 p.m.

An Equal Opportunity Employer

The City

San Mateo, home to 96,000 residents and an estimated daily population of 150,000, is located midway between San Francisco and Silicon Valley. One of the City's strengths is its diversity, both in the ethnic makeup and the physical development of the community. San Mateo has distinct residential neighborhoods and a strong business component, which includes; significant retail and office uses, light manufacturing, commercial, recreation, and a healthy 17-square block downtown. It is also a regional center with two premier shopping centers, a City-owned golf course, and a full range of medical services including two hospitals.



San Mateo is a full-service city with a total budget of \$130 million and 550 full time and 350 part time employees. For additional information about the City, visit San Mateo's website at:

www.cityofsanmateo.org

The Department

The San Mateo Fire Department consists of six engine companies and one aerial truck company operating out of six fire stations, as well as 93 full time employees that are assigned to one of the following department divisions.

➤Administration

➤Office of Emergency Service

➤Training

➤Emergency Operations & EMS

➤Fire Prevention & Life Safety

The department participates in a county-wide joint powers agreement which supports the paramedic-engine company program. "County-wide Automatic Aid" agreements ensure the closest appropriate Fire Department resources are assigned to all incidents, irrespective of political boundaries. The department is committed to full participation in cooperative regional activities which improve the ability to provide outstanding service to our community.

The department is in the midst of a fire station modernization program which involves the remodeling or rebuilding of all fire stations.

The department has adopted a participatory management style which includes the use of the Fire Action Consensus Team or "FACT". FACT members include labor and management personnel. FACT works with the Fire Chief as the primary planning and policy making body of the Fire Department.



The Position

The Deputy Fire Chief reports directly to the Fire Chief and plans, directs, supervises, and coordinates activities of the Field Operations and Training Divisions; provides highly responsible and technical staff assistance, demonstrates a strong commitment to the highest quality customer service, community involvement and participative management.

The responsibilities of the Deputy Fire Chief will also include direct supervision of sworn and non-sworn professional, technical and support personnel.



Example of Duties

Duties may include but are not limited to:

- Prepare and administer the Fire Department budget, including the capital improvement program.
- Supervise, train, and evaluate staff.
- Assist in coordinating fire protection activities with the activities of other City Departments and other emergency service agencies.
- Direct the implementation of in-service training and career development programs for assigned personnel.
- Plan, direct, supervise and coordinate the activities of sworn and non-sworn personnel in providing the approved level of Fire protection, emergency medical care, and community service programs.
- Oversee personnel actions including investigations, discipline, recruitment and labor relations activities.
- Serve as Acting Fire Chief.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. It does not constitute an expressed or implied contract.

The Qualifications

Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain this would be:

Experience:

- Two years as a Battalion Chief or higher position or six years as a Fire Captain.

Training:

- A Bachelor's Degree from an accredited college or university with a major in either management, public administration, psychology or labor relations or a closely related field.

License and Certification:

- Possession of California Chief Officer, Fire Prevention Officer III and/or Master Instructor certification is desired.

Knowledge of:

- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration, budget, and personnel management.
- Principles and practices of fire protection, Emergency Medical Services, hazardous materials, inspection and suppression program development.

- Pertinent Federal, State and local laws, codes and regulations including those pertaining to fire prevention, inspection and suppression.

Ability to:

- Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of departmental and city goals.
- Prepare and deliver presentations.
- Provide direction and leadership to ensure consistent application of policies and coordination of activities within, and external, to division.
- Plan, direct and organize emergency operations, training and support activities.
- Work with FACT (Fire Action Consensus Team) and formulate sound departmental policies and procedures.
- Cultivate appropriate working relationships with members of the fire department, city employees and other fire and EMS agencies.
- Communicate clearly and concisely, both orally and in writing.
- Prioritize and organize multi-layered work plans.
- Prepare and administer a budget.
- Formulate and recommend sound departmental policy.

ADA Special Requirement: *Essential duties require the following physical abilities and work environment:* Ability to work in a standard office environment with some ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb, and lift 25 pounds; some exposure to cold, extreme noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, toxic waste, mechanical hazards and explosive materials.

Salary and Benefits

The City of San Mateo Offers an Excellent Compensation Package:

Salary:	\$153,441 annually (control point) Appointment at 10% above or below control point commensurate with qualifications. A 3% salary increase is scheduled for August 2008 Plus 9% City paid employee contribution to the Public Employees' Retirement System (PERS)
Insurance:	A choice of medical plans with City paid family coverage up to the least costly HMO family plan or \$100 per month if waived. City paid Dental, Vision and Life Insurance premiums
Retirement:	Enrollment in the Public Employees Retirement System, 3% @ 50 , with 9% contribution paid by the City and reported to PERS
Deferred Compensation:	3.4% City paid contribution into 401(a)(h) and up to 2% City matching funds to a 457 account or an Retirement Health Savings account
Uniform Allowance:	\$650 uniform allowance per year
Vacation:	20-25 working days annual vacation depending on length of service
Educational Incentive Pay:	\$260.00 per month for BA
Leaves:	12 sick days per year earned; extended sick leave and family sick leave
Holidays:	13 paid holidays per year
Vehicle:	City-assigned vehicle
Administrative Leave:	48 hours annually
Programs:	Credit Union, Employee Assistance Program, Deferred Compensation, Retirement Health Savings Plan are available to employees
Bilingual Pay:	\$195.00 per month (if applicable)
Unit:	This classification falls within the Safety Managers Unit, employees of which may elect to join and/or pay an equivalent service fee



ADA - In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify the Human Resources Department seven (7) days in advance of the deadline for the part of the process requiring accommodations.

IRCA - To comply with the Immigration Reform and Control Act, all new employees must provide proof of authorization to work in the United States.

REQUIRED qualifications must be maintained throughout employment. Employees who are required to drive must be insurable.

SALARIES for new employees are established at the department level interview.

NEW EMPLOYEES are subject to fingerprinting, drug testing, psychological examination, medical and background reviews and are required to present an original social security card at the time of appointment.

APPEALS must be submitted in writing within seven days of decision or event being appealed. An appeal concerning the contents or administration of an examination process shall be filed within seven days of the date that the challenged portion of the examination / interview is given.

VETERANS with at least 18 months of active duty service within five years of date of application and those veterans having a 25% wartime disability are also eligible for bonus points. **Proof of service or disability is due at application deadline.**

THE PROBATIONARY PERIOD is one year for new appointments.

THE POLICY of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment.

The Selection Process

Based upon a review of the employment applications, supplemental questionnaire, résumés, and certifications received, a limited number of the most highly qualified applicants will be invited to participate in the examination process consisting of a modified assessment center. The modified assessment center is tentatively scheduled for:

Thursday, May 22, 2008

A list will be established from those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least one year unless exhausted sooner.

Note: *The City of San Mateo reserves the right, at its discretion, to limit the number of qualified candidates invited to the examination process.*

Supplemental Questionnaire

1. Do you see the Fire Service delivery system fundamentally changing during the next five years? Please explain.
2. What particular assets do you bring to San Mateo Fire Department that will enable you to excel as Deputy Fire Chief?
3. List four essential priorities or elements indicative to a well-functioning fire department.
4. With increasingly limited local government revenues, how do you fairly compete with other departments like Public Works and Parks, yet still provide adequate fire prevention and fire suppression services?
5. What is your practical role as Deputy to the Fire Chief in terms of day-to-day activities/management?

How to Apply

Go to www.cityofsanmateo.org Click on: "Find a Job with the City", "Available Jobs" and "**Deputy Fire Chief**" links to complete an **on-line** employment application, supplemental questionnaire and attach résumé and certifications **or** mail all required documents to:

City of San Mateo, Human Resources Department
330 West 20th Avenue, San Mateo, CA 94403
or fax to: (650) 522-7261.

By: Monday, May 5, 2008, @ 5:00 p.m.

All applicants **must submit** a completed official City of San Mateo **employment application, supplemental questionnaire, résumé and certifications.** Failure to submit all required documents by the filing deadline will result in disqualification of the applicant. **ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED IN YOUR ON-LINE APPLICATION.** Therefore, it is imperative that you provide an email address to which you have access, and it is recommended that you frequently check your email for notices from:

sanmateo@CalOpps.org



City of San Mateo
Human Resources Department
330 West 20th Avenue
San Mateo, CA 94403

TO:

PLEASE POST