



CITY OF CERES

Welcomes your submission for:

FIRE CHIEF

\$9,530 – \$11,583 Monthly

(plus EXCELLENT FRINGE BENEFITS)

(OPEN: October 1, 2018)

Until Filled

First review of candidates: **November 12, 2018**

City website: www.ci.ceres.ca.us

Application submissions on: www.calopps.org/city-of-ceres





Ceres
California



The City of Ceres is located in the heart of California's Central San Joaquin Valley, 95 miles east of San Francisco and 80 miles south of Sacramento. First settled in 1867, Ceres has a strong history and connection to the region's diverse agriculture as its economic base. During the past three decades, Ceres expanded its boundaries and increased significantly in population and is now home to almost 50,000 people.

Like many cities in the San Joaquin Valley, Ceres weathered a harsh economy over the past five years, enduring layoffs, staff reductions and concessions; however, the recovery started in 2015. The City's progress and development is continuous and our future is exciting. With new leadership in key positions within the City, there is a renewed commitment to change and improvement in all areas of operations.

Ceres is bisected by State Route 99, the major north-south thoroughfare within California's Great Central Valley. Because of its location along this important transportation artery, the city is home to many large industrial users, including a WinCo Distribution Center, Bronco Winery, and G3 Enterprises, a bottle-labeling division of Gallo Wines.

Many residents cite its proximity to a wide range of outdoor activities as one of the primary reasons to live in Ceres. With its accessible location in Central California, easy weekend or day trips to the Sierra Mountains or the Pacific Coast are common, including visiting San Francisco, Lake Tahoe, Monterey-Carmel and Yosemite National Park. While continuing to grow in size and number, Ceres residents desire the best of the characteristics that represent a "small town." Citizens, businesses, and nonprofit community groups and organizations jointly support many local activities during the year; the annual Downtown Street Fair each May, summertime Concerts in the Park, Halloween Children's Fun Festival, and a Christmas Tree Lane venue.

The Fire Department operates three different shifts which are supervised by an on-duty Battalion Chief. There are 3 stations providing service for 14.5 square miles. This not only includes service for the City of Ceres but also for the unincorporated protection areas within the county. Each station consists of a Fire Captain, Fire Engineer and a Firefighter. An additional Fire Captain is assigned to the Fire Investigation Unit (FIU) making the total number of sworn personnel 31 with an annual operating budget of approximately \$7M.

THE POSITION

The Fire Chief is a regular full-time, administrative, exempt and at-will position. Under general administrative direction, plans, directs, and manages the activities, staffing, resources and operations of the City's Fire Department; provides and oversees fire suppression and prevention, emergency medical services, disaster responses, community problem-solving, general community support services, and related support services; coordinates assigned activities with other departments and outside agencies; acts as a member of the City Manager's management team; and provides highly-responsible and complex administrative support to the City Manager.



ESSENTIAL DUTIES

1. Assume full management responsibility for all Fire Department services and activities; manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
2. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
3. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes .
4. Plan, direct, and coordinate, through subordinate level staff, the Fire Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; ensure that staff work in a safe and efficient manner, following regulations and other legal requirements; and meet with staff to identify and resolve problems.
5. Select, train, and evaluate assigned personnel; provide or coordinate staff training; and work with employees to correct deficiencies; supervise staff, including the provision of timely performance evaluations, initiate internal investigations when appropriate and provide corrective action or discipline as needed, up to and including termination procedures.
6. Oversee and participate in the development and administration of the Department budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
7. Oversee the acquisition and maintenance of Department equipment and vehicles; and maintain safety standards for personnel and equipment.
8. Provide staff assistance to the City Manager and City Council; research, prepare and present staff reports and other necessary correspondence; attend City Council and other meetings as required.
9. Represent the Fire Department to other departments, elected officials, outside agencies, boards, commissions, professional groups and committees; coordinate assigned activities; and ensure responsive, appropriate service delivery.
10. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of fire suppression, fire prevention, EMS and related support services; incorporate new developments as appropriate.
11. Respond to and command fire emergencies or community disasters, as needed; direct and coordinate emergency preparedness and disaster planning and response.
12. Perform related duties as required.

For a list of the knowledge and abilities required and the physical demands and working environment, please visit our web-site at: www.ci.ceres.ca.us (Click: Human Resources, Job Descriptions)

MINIMUM QUALIFICATIONS REQUIRED TO APPLY

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Bachelor's degree from an accredited college or university with major coursework in political science, fire science, behavioral science, business or public administration, or a related field

Experience:

Ten years of increasingly responsible fire service experience including three years of management and supervisory responsibility at the Battalion Chief level or higher

License or Certificate:

Possession of or ability to obtain an appropriate, valid California Driver License

Possession of Fire Officer certification (or out-of-state equivalent for non-CA applicants)

Possession of CPR certification

Desired Qualifications:

Master's degree and/or Executive Fire Officer cert as well as Fire Prevention knowledge

BENEFITS

Retirement/Pension: The City offers a generous defined benefit plan pension (membership required) in the Stanislaus County Employee Retirement Association (StanCERA), as governed by County Employees' Retirement Law of 1937 and Public Employees' Pension Reform Act (PEPRA). "Classic members" (currently or within the last six (6) months a member of StanCERA or subject to reciprocity with another eligible retirement plan, eg. CalPERS) are enrolled in the City's 3% @ 50 plan; final compensation at retirement is based on the single highest year. Non-classic or "new members" are enrolled in the 2.5% @ 57 plan and employees are required to pay 50% of the normal contribution rate as prescribed by PEPRA, on a pre-tax basis; final compensation at retirement is based on the average of the three highest salary years.

Health: The City contributes toward the combined monthly premiums for medical, dental and vision a maximum of \$710, \$1,470 or \$2,090, dependent on level of medical coverage enrollment. Some of the monthly plan premium options are currently at NO COST to the employee and family! Any employee contributions to health premiums are taken as pre-tax deductions. Employees eligible to waive medical coverage receive \$200 per month in additional taxable compensation. Carriers include: Blue Shield HMO, Blue Shield PPO, Kaiser HMO; Stanislaus Foundation Dental and Blue Shield MES Vision.

Base Leave: 12 days sick leave accrued each year with unlimited accrual cap; vacation accrual based on years of service with maximum accrual of 480 hours and 13 paid holidays (including one personal day) each year.

**Other benefits and leave subject to negotiation.*

The City also participates in Social Security which requires a 7.65% contribution rate including Medicare.



APPLICATION / SELECTION PROCESS

TO APPLY: You must submit a completed application on www.calopps.org/city-of-ceres

OPEN UNTIL FILLED—FIRST REVIEW: **Monday, November 12, 2018.**

No incomplete applications will be accepted; do not write “See Resume” on application.

TO BE CONSIDERED, YOUR APPLICATION MUST ALSO INCLUDE THE FOLLOWING:

1. A cover letter expressing interest
2. A resume of qualifications
3. Three (3) letters of recommendation, dated within the past year

The qualifications of each applicant, as set forth in the application will be reviewed by a screening committee. A limited number of qualified applicants possessing the most desirable qualifications may be invited to participate in the subsequent phases of the evaluation process which are oral interviews and/or an assessment exercise. *Note: Meeting the minimum qualifications does not guarantee advancement in the selection process.* A more detailed job description and information about the City is available on the City’s web-site at: www.ci.ceres.ca.us

SELECTION PROCESS: Applications will be reviewed and candidates who possess the most desirable qualifications will be invited to interview for this position. Interviews are anticipated to be scheduled in late November, 2018. The testing method may consist of a dual oral board panel: (1) technical and (2) community.

HIRING PROCESS: FINGERPRINTING & BACKGROUND: Must pass City-paid, post-offer fingerprint scan which is required before hire. A background investigation, employment check and reference check will be conducted.

MEDICAL EXAM: Must pass a post-offer employment fitness medical and/or physical assessment exam and drug screen. At the time of hire, City employees must meet the I9 documentation requirements of the USCIS.

ACCOMMODATIONS: The City of Ceres will provide reasonable accommodations to qualified individuals with disabilities who are applicants or employees. If you need an accommodation, you must notify the Human Resources Department in writing prior to the final filing date for this recruitment.

The City of Ceres is an Equal Opportunity Employer.

If you have any questions please contact Aaron Slater, Human Resources Analyst at [209-538-5772](tel:209-538-5772)