



City of Willows

CALIFORNIA

Now accepting applications for

**FIRE
CHIEF**

\$103,980 - \$126,240 Annually DOE/DOQ



THE POSITION

Are you looking for a leadership opportunity within the Fire Service in a small community? Are you ready to manage, motivate, and lead a fire department that has a combination of volunteers and a small group of dedicated professionals? If so, the City of Willows welcomes your application to be its next Fire Chief.

The City of Willows, California seeks a Fire Chief that is a proven leader and experienced professional with a passion for delivering high-quality services to provide fire protection, suppression and rescue services to the citizens of Willows and the communities and organizations that have mutual aid agreements with the City of Willows and its Fire Department, including the Willows Rural Fire Protection District.

This Fire Chief is responsible for management, motivation, and leadership of a fire department that has a combination of volunteers and two full-time and two part-time paid Engineer positions. This position is part of the City's Leadership team supporting the City Manager with vision, innovation and the ability to move the department forward. The Fire Chief manages the activities and services of the Department, including fire suppression, protection and prevention, hazardous materials and disaster preparedness, medical response, and command of major fire emergency and disaster situations effecting the community. The Chief may also act as City Manager in his/her absence and perform other job-related duties as required.

Upcoming projects for the next Fire Chief, include:

- Develop a Reserve Program to off-set staffing levels.
- Seek funding for and hire a third full-time engineer.
- Seek and prepare grants.

THE DEPARTMENT

The Willows Fire Department is made up of two divisions Operations and Prevention/ Public Education. The Operations Division is responsible for the emergency response activities for the City of Willows and surrounding communities. The Prevention/Public Education Division provides public outreach to the community, through station tours, school visits and other social events throughout the year.

Our Fire Department provides emergency response to a population exceeding 10,000 over approx. 80 square miles. Through professionalism, dedication, integrity and training, the Willows Fire Department works to safeguard the lives and property within the community and to enhance the quality of life for the citizens of The City of Willows and Willows Rural Fire Protection District.

This is accomplished by providing a vast range of emergency services, strong public relations, and fire safety education. We also endeavor to protect and preserve the health of our membership and return our personnel safely to their families.

THE IDEAL CANDIDATE

DEEP KNOWLEDGE OF AND TECHNICAL EXPERTISE RELATED TO:

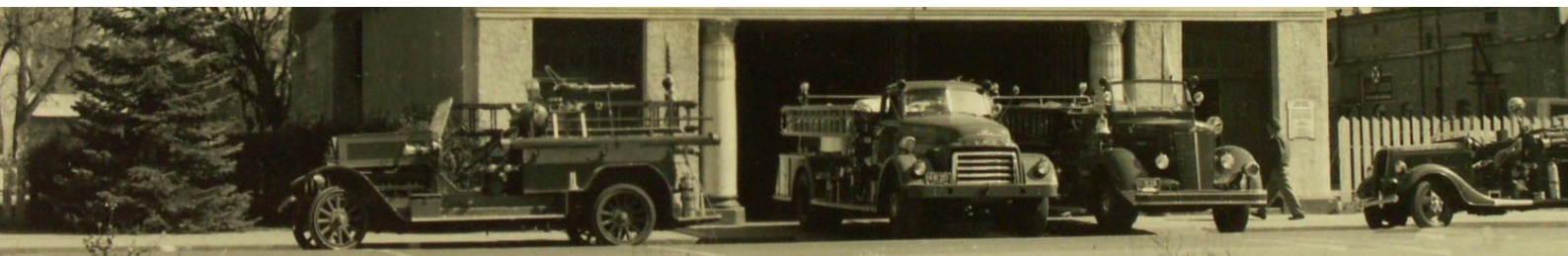
- Extensive experience in the fire service and fire operations.
- Manage day-to-day operations and work collaboratively in a team-oriented environment.
- Modern fire suppression in accordance with the California Fire Code.
- Manage, motivate, and lead a team consisting of paid staff and volunteers.
- Establish long-term goals and objectives (e.g., staffing, equipment, apparatus).
- Strategically develop and strengthen the Department's operations with a limited budget and staffing levels.
- Experience with budgetary planning, administration, financial management, personnel management, and resources planning of department resources.
- Communication, management and collaboration skills including working with volunteers, paid staff, the rural district, Sheriff's Department, Council, Board of Directors, City Manager, other City staff, County Offices and other fire districts (e.g., mutual aid).
- Possess both written and oral communication skills, with an ability to understand and speak to the concerns of others.
- Modern office methods, procedures, and equipment including Microsoft programs (e.g., Word, Excel, Outlook).

PROVEN LEADERSHIP SKILLS IN:

- Visionary leader who has a passion for the work they do and the team they lead.
- Creative and strategic leader with the ability to fully implement best practices for deployment of firefighting resources as well as emergency management concerns.
- Prioritize collaborative partnerships, community engagement, and excellent customer service delivery.
- Work effectively and positively with a multi-disciplinary team of employees and a diverse customer base that occasionally have conflicting priorities.
- Communicate complex issues and difficult realities knowledgeably and compassionately to a range of audiences.
- Listen to understand, use an interest-based approach to problem solving.
- Make sound decisions within established guidelines.
- Maintain effective working relationships with all levels of staff and the public.

CORE VALUES THAT INCLUDE:

- A hands-on leader who is driven with a strong commitment to timely service delivery, accountability, and transparency.
- Embraces "Other Duties as Assigned" and willingness to assist with tangentially related duties.
- Sincere care for stakeholder interests and needs leading to behavior that is proactive, approachable, and responsive.
- Maintains confidentiality of information.



THE CITY

Incorporated in 1886, the City of Willows is a rural community and place of natural beauty with countless opportunities for recreation in both rural and urban environments. The City derives its name from the willows which grew on the plains about a mile east. In early days these willows formed a noted landmark in breaking the vast plains on which they stood. Willows is located approximately halfway between Sacramento and Redding in Northern California. The City is surrounded by rich fertile farmland and parts of the Sacramento River watershed with the Interstate 5 corridor running along the City's western edge, as well as the Mendocino National Forest approximately 30 miles away.

Agriculture remains one of the primary sources of the area's economy. Major commodities include rice, almonds, milk products, prunes, and livestock. The city is also home to most major regional government offices, including County Administration, California Highway Patrol, California Department of Motor vehicles, the United States Bureau of Reclamation, and the main offices of the Mendocino National Forest, which comprises about one million acres of Federal land located mostly in mountainous terrain west of Willows.



QUALIFICATIONS

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

- Possession of a valid California Driver's License in the category necessary to perform essential duties of the position may be required as the time of appointment. Maintenance of a valid California Driver's license and proof of automobile liability insurance is a condition of continued employment.
- Possession of Level 2 Certifications in Fire Management 2A and Command 2A required at the time of appointment.
- Possession of Level 2 Certificate in Fire Prevention 2A or Fire Investigator 2A from CFSTES within twenty-four months from date of appointment, as a condition of continued assignment in.



SALARY AND BENEFITS

The starting salary will be commensurate with the experience, qualifications and skills of the successful candidate and with a salary range of \$103,980 - \$126,240 annually DOE/DOQ.

- CalPERS "Classic" Members: 3% at 50.
- CalPERS "New" Members (Public Employment Pension Reform Act (PEPRA)): 2.7% at 55.
- Medical - 100% Employer paid plan.
- Dental/Vision - 100% Employee paid plan available.
- Life Insurance - 100% Employer paid; \$10,000 Life and AD&D coverage.
- Administrative Leave- 80 hours.
- Vacation Leave - 80 hours annual accrual for 0-5 years of service, increases with tenure.
- Holidays - 14 days (11 established + 3 floating holidays).
- Sick Leave - 96 hours annual accrual.
- Education - \$60 monthly for a Bachelor's Degree.
- Take Home "City Vehicle" for Emergency Response.
- City Paid Cell Phone.



SELECTION PROCESS

The deadline to apply is October 17, 2021 before 11:59 PM PST.

To be considered for this exciting opportunity apply at:

<https://www.governmentjobs.com/careers/rgs/clientrecruit/jobs/3006397/firechief>

Qualified candidates are invited to submit a Letter of Interest and a focused resume detailing their recent (within the past 10 years) experience and demonstrated career accomplishments relevant to this position along with their application.

Each candidate's background will be evaluated on the basis of information submitted at the time of application, and qualified candidates will participate in a preliminary remote interview. Only the most qualified candidates will be invited to the next step in the selection process which may be a possible Assessment Center, Written Exercise and/or Oral Panel interview if held. Only the names of the most-qualified candidates who pass the all steps in the process will be submitted for consideration for final selection.

Neither Regional Government Services nor the City are responsible for failure of internet forms or email transmission in submitting your application. Candidates who require special assistance in any phase of the application or selection process should advise us by emailing ahicks@rgs.ca.gov.



Recruitment services provided by
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