

THE CITY OF REDMOND, OREGON

INVITES YOUR INTEREST IN THE POSITION OF

FIRE CHIEF



The Community

Redmond, with a population of approximately 22,000 + sits at the western edge of Oregon's High Desert in Deschutes County, just four miles from the Deschutes River, a half-hour from the Cascade Mountains and within minutes of several lakes. This high desert community rests on a flat plateau at an elevation of 3,077 feet above sea level. The climate is semi-arid, with average annual precipitation of only 8.64 inches. Redmond enjoys a high percentage of sunny days throughout the year. The area has four distinct seasons each bringing refreshingly different weather.

The natural beauty that surrounds Redmond is unique in Central Oregon, from the world's largest stand of western juniper to the various recreational activities including camping, outstanding fly fishing, world class rock climbing at Smith Rock State Park, golf, hiking, photography and all types of winter snow sports. Recreational activities are why Redmond's quality of life rates so high.

A growing number of business firms are discovering Redmond as the gateway to Central Oregon with a centralized location, a regional airport, a skilled workforce, and a diverse business climate.

Redmond is the home of the Deschutes County Fairgrounds Expo Center. The facility features 45,000 sq. ft. of conference centers, three outdoor arenas, and a multi-purpose indoor event center seating up to 8,000 attendees. The 132 acre Expo Center is conveniently located off Highway 97 and is adjacent to the Redmond Municipal Airport.

Redmond Municipal Airport is the air carrier and commercial aviation hub of Central Oregon. The airport is served by Horizon Air, United Express, Delta, Airborne Express, FedEx & UPS. Plans are underway for expansion of the terminal, improvements to taxiways, the general aviation ramp, and expansion of the terminal parking lots.

The Redmond community is committed to improving the economic well-being of the people who choose to live and work here. Redmond Economic Development (RED) is a partnership between city government and private business interests to provide services to industrial business in Redmond.

Redmond also can offer the advantages of its status as a State of Oregon-sponsored Enterprise Zone. The Enterprise Zone was formed to encourage business investment and create new jobs in the Redmond urban area. Qualified firms are eligible for significant property tax exemptions for all land and building improvements, including new machinery.

The Redmond School District has a student population of 6,768. Redmond's 10 schools include six elementary schools, two middle schools, one high school and one grade 6-12 alternative school. Beyond high school, Redmond residents have access to Central Oregon Community College's north campus (COCC), which offers several associate degree programs, including bachelor's and master's degree programs available through the COCC University Center. Redmond's north campus is also the location of the Manufactured and Applied Technology Center.

The Organization

The City of Redmond operates under the Council-Manager form of government. Policy is established by a City Council consisting of a mayor and six council members. The Council also adopts the city budget, approves appropriations and contracts in the City's name, levies taxes and grants franchises. The six council members are elected for four-year overlapping terms, and the Mayor is elected to a two-year term. The Mayor and Council are assisted in their duties by a broad range of citizen advisory groups, including four Commissions (Airport, Historical, Parks, and Urban Area Planning) and five Committees (Budget, Canyon Development, Downtown Urban Renewal District, Public Facilities Planning, and Standards and

Specifications). Redmond is a proven leader in promoting public involvement with strong volunteer programs in both the Fire and Police Departments.

The Department

Redmond Fire & Rescue is made up of 40 paid members and 25 volunteer members. We service the City of Redmond as well as the northern area of Deschutes County (Deschutes County Fire Protection District #1). We provide fire protection, advanced life support treatment and ambulance transportation from four fire stations. Our firefighters provide a broad and varied spectrum of services, including paramedic service (all paid firefighters are Oregon Certified Paramedics), aircraft rescue and firefighting for Redmond's commercial airport, high-angle reach & treat for a world class rock climbing area, swift water rescue, ice rescue, structural firefighting and wildland firefighting. We are the State of Oregon's Region 7 Hazardous Materials Team. Our firefighters work in cooperation with our Fire Prevention Division to provide fire and life safety inspections and related public education.

The Position

The Fire Chief is an "At-will" Department Director appointed by the City Manager. Under the general administrative direction of the City Manager, the Chief will provide leadership, vision and sense of purpose, while assuring all staff has the appropriate tools and training to do their job in accordance with the Department's Vision and Mission.

The ideal candidate will have:

- A bachelor's degree, with major course work in Business Administration, fire science, fire services administration or Public Administration, a Masters degree is preferred.
- Minimum 8 years of increasingly responsible fire service experience including at least three years of responsible managerial experience as an Assistant Chief, Division Chief or equivalent position.
- Completion of National Fire Academy courses
- Applicable experience in departmental budget preparation and administration.
- Have excellent communication skills, both verbal and written.
- Be active and visible in the community, proactively describing the City's and department's vision.
- Be a highly energetic, enthusiastic and comfortable with leading in a fast-paced, high volume environment.
- Have leadership skills that set clear expectations while holding subordinates accountable.
- Have the ability to have a consensus building approach but will also be decisive whenever necessary.
- Be an effective mentor and further develop a dedicated and talented staff.

The Compensation

- Salary range of \$77,304 - \$95,028
- Eligible for Department Head salary bonus
- Oregon State PERS (employee contribution of 6% paid by employer)
- Medical, Dental, Vision, Life, AD&D insurance
- Vacation and Sick Leave
- 2 weeks of Administrative Leave
- Cell phone benefit
- Chiefs Car
- Deferred Comp plan options and Flexible Spending accounts

Application and selection procedure

To be considered for this excellent career opportunity please request an application packet from the *Oregon Employment Dept, Redmond Office, 2158 SE College Loop, Suite B, Redmond, OR 97756, Phone: (541) 548-8196 x324, Fax: (541)548-6379, E-mail: Charlene.V.Miller@state.or.us* To be considered for employment, ALL required documents (Letter of Interest, Resume, Supplemental Questions, City of Redmond Application) must be received by the Oregon Employment Department, Redmond Office by **Friday, November 17, 2006**. Faxes are acceptable if received by the deadline and are complete. EEO/ADA Drug Free Workplace.

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to participate in a video interview, followed by selected candidates to participate in oral interviews with a target date of January 26, 2007.

FIRE CHIEF

Supplemental Essay Questions

The City of Redmond would like to learn a little bit more about you and your perspective on the following questions. Limit your responses to no more than a single page per question and please return your answers with the completed application packet.

1. Please tell us why you are interested in this position and why it is a good time in your career to come to the City of Redmond, Oregon?
2. Please describe your leadership style. What it is like to work for you?
3. Attached are the Vision and Values for the Redmond Fire and Rescue. Please tell us if you agree or disagree with this vision and these values. What would you change? Does this depict your philosophy?



VISION

We will be the service our customers value most and the fire department other agencies emulate.

MISSION

Our mission is to prevent fires and injuries, make bad situations better, provide excellent customer service, and to be cost effective.

We will accomplish our Mission by:

1. Responding to calls quickly
2. Training to a high level of proficiency
3. Maintaining excellent physical fitness and apparatus readiness
4. Communicating effectively

Our credo:

- We are professionals
- People trust us to serve them
- We are always on stage
- Make your actions applaudable

Values and Expectations

We value these attributes and presume our members exemplify them:

- * Trustworthiness.
- * Candor.
- * Flexibility and Resilience.
- * Self-Discipline.
- * Responsibility.
- * Integrity.
- * Loyalty.

All personnel are expected to:

- Strive for excellence.
- Obey the law; follow appropriate directives, policies, and rules.
- Protect the public at all times.
- Provide a customer oriented service.
- Promote the Department, the City, and Deschutes Co. RFD #1, at all times.
- Reflect a positive image for the organization.
- Work competently, utilizing experience and knowledge positively.
- Create good order within the department.
- Stay informed and communicate.
- Use good judgment and promote safety at all times.
- Protect your co-worker's well-being.
- Protect and care for fire department equipment and property.
- Work all scheduled hours.
- Maintain proficiency in job related knowledge and skills.
- Maintain a high degree of physical fitness.
- Be organized, use time wisely.
- Help each other succeed.
- Treat co-workers equitably, consistently, and with respect.
- Assist in problem solving.
- Be pro-active.
- Be bold decision makers.
- Carry out decisions in a positive manner.
- Document all pertinent and/or unusual incidents.

Officers are further expected to:

- Be mentors and trainers; recognize good performance
- Be personal advocates for organizational decisions
- Meet regularly with personnel to inform, address rumors with facts, and listen
- Be positive effective leaders, leading by example and embodying followership
- Review special or unusual incidents with personnel
- Empower members, assist when needed, take charge when appropriate, manage
- Participate and strive for consensus
- Be strong incident commanders

Chief Officers are further expected to:

- Be involved in the community
- Relate effectively with City staff and Council, and Fire Board of Directors
- Create alliances and partnerships in the public and private sector
- Seek creative alternatives to the way we do business
- Develop self, while assisting in the development of staff

REDMOND FIRE & RESCUE RISK MANAGEMENT STATEMENT

- As members of Redmond Fire & Rescue, we respond to emergencies believing we can make a bad situation better
- We will not make a bad situation worse by risking our lives to protect lives and/or property that are manifestly lost
- If necessary, we will risk our lives to protect the life of a fellow human being
- With calculated consideration, we will jeopardize our safety to protect savable property



Employees of the City of Redmond recognize that providing the finest customer service to our citizens and co-workers is best accomplished through INTEGRITY, ACCOUNTABILITY, LEADERSHIP, CREATIVITY, AND RESPECT

CITY OF REDMOND

POSITION DESCRIPTION

POSITION TITLE: Chief
DEPARTMENT: Fire
FLSA STATUS: Exempt
SALARY GRADE: Grade 27
EMPLOYEE GROUP: Management / Non-Represented

PURPOSE OF POSITION:

Provide leadership, vision and sense of purpose, while assuring all staff has the appropriate tools and training to do their job in accordance with the Department's Vision and Mission; and to ensure that emergency responders are able to work safely and effectively.

ESSENTIAL JOB FUNCTIONS:

Plan, organize, direct and coordinate the activities of fire department staff in the protection of life and property, and the provision of emergency medical treatment and transport to the sick and injured.

Foster safe work practices.

Develop and maintain an efficient and effective organization.

Establish departmental goals and objectives and review their progress.

Prepare, justify and present the annual proposed budget for respective areas of responsibility, and account for expenditures within the approved budget.

Attend City Council meetings, department head's weekly meetings and the Fire District Board of Directors' meetings, to assist in the formulation of policies and agreements.

Keep abreast of the laws, standards and innovations that effect operation and organization of the fire department.

Respond to and, if necessary, take command of overall operations at major fires or other demanding emergencies within area of responsibility.

As needed, perform the duties of a command officer and fulfill the obligation of serving as Duty Chief.

Provide effective communication within the fire department, the City and the community.

Review and approve training programs

Develop plans for the maintenance and replacement of department buildings, facilities and equipment; prepare specifications for purchasing of new apparatus and equipment.

Prepare and review reports and maintains records necessary to fire suppression, fire prevention and emergency medical activities.

Meet with and make presentations to community groups and associations, promoting the City, the Rural Fire District and the Fire Department.

Recruit and select department employees, with final approval of the City Manager.

Prepare and submit periodic reports to City Manager regarding the Departmental activities and prepares a variety of other reports as appropriate, including the annual report of Fire Department activities.

Attend local, regional and state fire conferences and meetings to obtain information about, and cooperation in, the provision of fire prevention services and emergency incident mitigation.

Assure fire investigations are done properly and, in the event of suspected arson, that law enforcement agencies are cooperated with.

Establish strong working relationships with other City Departments

Perform other duties as required.

JOB QUALIFICATION REQUIREMENTS:

Mandatory Requirements:

Bachelor degree in fire science or fire services administration, public administration, business administration or a closely related field, Masters Degree preferred. Eight (8) years of experience in fire/emergency medical services work, three years of which must have been equivalent to a Battalion Chief or higher; Completion of National Fire Academy courses, or a combination of education and experience, which demonstrate the ability to perform the above essential functions.

Must possess, or be able to obtain within 30 days of hire, a valid Oregon Driver's License and a good driving record.

Necessary Knowledge, Skills and Abilities:

Functional knowledge of modern fire suppression and prevention methods, principles, practices and procedures; emergency incident safety procedures and practices; principles and practices of modern emergency medical services; the provision of hazardous materials incident mitigation; the administration of fire department programs and projects; fire prevention activities; emergency medical laws and ordinances; the operation and maintenance of firefighting and emergency medical equipment and apparatus; the principles and application of personnel supervision practices; the operations of on-call volunteer firefighter programs; computer operation and the associated use of word processing, presentation and spread sheet programs.

Ability to effectively command a fire scene, using the Incident Command System; communicate effectively both verbally and in writing; plan, organize and direct the work of others to meet overall objectives and goals; establish and maintain effective working relationships with City officials, other employees and the community; analyze the effectiveness of the Department and correlate its development with changing conditions in the City and contract-protected areas; use good judgment while effectively directing the operations of personnel and equipment in emergency situations; safely operate fire and emergency equipment and vehicles; national Fire Academy Executive Fire Officer; chief Fire Officer designation.

SUPERVISION RECEIVED:

Work is performed under the general direction of the City Manager who holds the employee accountable for achieving department goals and objectives.

SUPERVISORY RESPONSIBILITIES:

Supervises the Division Chiefs, Fire Marshal and Administrative Assistant directly, and other department staff, officers and volunteers through subordinate officers.

Administers disciplinary actions up to and including discharge. Discharge decisions subject to approval of the City Manager.

Causes the supervision of the on-call volunteer firefighter program.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 100 pounds while wearing protective clothing. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TOOLS AND EQUIPMENT USED:

Requires frequent use of personal computer, including word processing, data base, Internet, and spreadsheet programs; typewriter, calculator, telephone, copy machine, fax machine, postage machine; motorized vehicles and technical emergency response equipment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicle and outdoor settings in all weather conditions, including temperature extremes, during day and night hours. Work is often performed at emergencies, under stressful conditions. The employee is exposed to hazards associated with fighting fires and rendering emergency medical assistance during emergencies involving smoke, noxious odors and hazardous materials.

The employee occasionally works near moving mechanical parts and in high, precarious places, and they may experience vibration and the risk of electrical shock; the employee is occasionally exposed to wet and/or humid conditions, radiant heat, fumes or airborne particles, and toxic or caustic chemicals.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employee agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Mike Patterson
City Manager

July 1, 2006
Date

Sharon Harris
Human Resources Director

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