



CITY OF SAINT PAUL
invites applications for the position of

Fire Chief - EXTENDED

www.stpaul.gov/jobs

OPENING DATE: 08/02/19

CLOSING DATE: 09/13/19 at 04:30 PM

SALARY: \$59.72 - \$81.73 Hourly
\$124,217.60 - \$169,998.40 Annually

JOB TYPE: Unclassified

DEPARTMENT: Fire & Safety Services

VACANCIES: 1

GENERAL DUTY STATEMENT:

The City of Saint Paul is seeking a strong leader to provide strategic leadership and management of the City's Fire Department.

Our Community

The City of Saint Paul is Minnesota's capital city and the 2nd largest city in our state with a population of more than 300,000. We are home to a diverse group of residents who speak over 125 languages and dialects. We have more than 170 parks and open spaces, and more shoreline on the Mississippi River than any other city.

We are at an exciting time in our history: our population has increased by 24,000 people over the past decade, and across our city, we are experiencing growth and change. This presents an enormous opportunity for the future of our city, but also requires that we work to ensure everyone in our community can participate in the benefits of Saint Paul's growing prosperity. That is why we are committed to ensuring our public services and our entire city works for all of us.

Our City Government

The City of Saint Paul was incorporated in 1845. Our Charter provides for a strong-mayor form of government. The Mayor is the chief executive officer of the City and serves a four-year term. The seven members of our part-time City Council are elected by ward. Saint Paul's 2019 operating, capital and debt service budgets total just under \$763 million.

We offer a wide array of career paths including more than 600 job classifications among 16 operating departments and have nearly 3,000 employees. We are a leader in promoting inclusion and equity, and we value a workforce that reflects the rich diversity of our community. We offer competitive pay and benefits packages, and generous leave programs. Join us as we work together in building a city that works for all of us.

About the Fire Department

The Saint Paul Fire Department (SPFD) is a career fire department with 435-sworn firefighters and 49 non-sworn personnel. We operate out of 15 stations plus administrative, maintenance, and training facilities. The department responds to more than 46,000 calls for service each year (47,464 calls in 2018); the majority of these are calls for emergency medical services. The SPFD provides both fire suppression and ALS/BLS transport services. SPFD personnel aim help countless people on their worst days; we use expertise, persistence, compassion, and teamwork to solve problems and to improve whatever circumstances we encounter.

Our department staffs three 24-hour operational shifts with approximately 134 firefighters assigned to each shift. Each operational shift works out of 15 fire stations and the 24-hour staffing model is comprised of one deputy chief, 2 district chiefs, 15 engine companies, 7 ladder companies, and 3 rescue squads. Nine of the 15 engine companies dual/cross-staff ALS ambulances. Two of our engine companies and one ladder company operate with a newer six-person staffing model with four firefighters on the fire apparatus and two firefighters on the ALS ambulance.

SPFD dual-staffs specialty rescue units including the state's only Hazmat Emergency Response Entry team, a Chemical Assessment team, a 50-person commitment to the MN Task Force 1 Urban Search and Rescue team, a Helicopter Rescue team partnered with the Minnesota State Patrol helicopter pilots, companies that dual-staff boats on the Mississippi River, water/ice rescue trained personnel, a SWAT Medic program that supports Saint Paul Police, and other supporting components for all these emergency disciplines. We provide mutual aid to multiple departments including the City of Minneapolis, the Metropolitan Airport Fire Department, and Hennepin County. We provide auto-aid/closest unit dispatch in conjunction with thirteen other departments in Ramsey County.

The Fire Chief is responsible for a General Fund Budget of \$65.9 million. [2019 Adopted City Department Summary for the Fire Department.](#)

More information about the department is available on our website at: <https://www.stpaul.gov/departments/fire-paramedics>

This Position

Provides strategic leadership and management of the City's Fire Department to include highly-responsible planning and administrative work in the development and implementation of fire suppression, emergency medical services, fire rescue, hazardous materials, fire prevention, life safety, emergency response, and emergency preparedness activities for the City of Saint Paul and those governmental subdivisions and organizations that have contracted for services. Understands the evolving needs of the diverse community, and works to create partnerships to better serve the citizens of Saint Paul. This is an unclassified position that works under the administrative direction of the Mayor and the Mayor's designated deputy. The incumbent serves a six year term.

The Ideal Candidate

The ideal candidate will be a visionary and inspirational leader, able to build trust with diverse communities and stakeholders, and maintain transparency in governmental processes. A recognized leader in the fire and emergency medical services field within the community, as well as throughout the country. Good fiscal management skills and experience working with unions.

For more detailed information, see the [Fire Chief](#) advisory job description.

Equity and Inclusion

The City of Saint Paul's mission is to integrate equity and inclusion into how we approach all our work. Our vision is to be committed to building an equitable and inclusive city that will shift culture in city processes

and policies, eliminate structural inequities, and ensure timely and relevant access to services, resources, support, and opportunity to every person in Saint Paul.

REQUIREMENTS:

A bachelor's degree in Fire Science, Business Administration, Public Administration, or a closely related field, and three (3) years of command experience working in a full-time paid fire department as a Chief Officer at the district/battalion level or above are required.

In addition to the required education, applicants must have been appointed a District Chief or above. Such command-level experience shall include the areas of fire suppression, rescue, fire investigations, emergency medical services, or emergency response planning and exercise using an all hazards approach. A minimum of thirteen years in a full-time paid fire department is required. Out-of-title or acting experience in a command position will not be counted unless the candidate can demonstrate full responsibility of at least six months or longer.

Experience working in a unionized environment and experience working in an organization that provides advanced life support services is preferred. Additionally, a master's degree in one of the aforementioned fields is preferred.

BY CLOSING DATE, YOU MUST:

1. Submit a City of Saint Paul online application, including answers to the Supplemental Questionnaire.

2. Upload or submit the following **required** documents via the online application system, mail, in person, email, or fax. (Zip files and web links will not be accepted. Each uploaded attachment is limited to 10 MB.)
 - A resume
 - A cover letter

SELECTION PROCESS INFORMATION:

This posting is open to anyone who meets the position requirements. This is an UNCLASSIFIED position and is therefore not governed by City Civil Service Rules.

Final Selection Process: A hiring panel comprised of Saint Paul community members will interview candidates for this position the week of September 30, 2019. Once the community hiring panel completes the interview and evaluation process, their non-ranked recommendations will be submitted to Mayor Carter for final consideration and selection.

Condition of Employment: This position will require a background check which may include criminal history, employment history, credit check, and proof of education as a condition of employment. The City of Saint Paul encourages individuals to apply for positions regardless of criminal history.

Compensation and Benefits

This is an unclassified, at-will position appointed by the Mayor. The salary range is up to \$169,998.40 with starting salary dependent upon experience and qualifications. In addition, the salary is supplemented by Saint Paul's outstanding benefits package:

- Pension - City contribution to MN Public Employee Retirement Association.
- Vacation - Vacation time is accrued at a minimum of 17 days per year.
- Other Leave - Employees receive ten paid holidays and six personal leave days every year.

- Deferred Compensation - \$2,000 minimum employer match available (match may vary).
- Medical Insurance - single medical coverage is fully paid for by employer; significant City contribution for family coverage.
- Dental Insurance - Preventive dental coverage is provided. Optional dental is available at cost.
- Short-Term and Long-Term Disability are provided.
- Life Insurance - Saint Paul pays for 100% of premium cost for an amount of coverage equaling one and one-half times the employee's annual salary.

If you have any questions, please contact:

Liz Staberg, Office of Human Resources
25 W. 4th Street, Room 200
Saint Paul, MN 55102
Email: liz.staberg@ci.stpaul.mn.us
Phone: (651) 266-6534

Information about data you provide: The information you supply will be used to assess your qualifications for this position; to distinguish you from other applicants; and to contact you for an interview. The following information will be considered private data pursuant to the Minnesota Government Data Practices Act: your name, home/work/email address, and home phone number. If you are considered a finalist for an employment vacancy, your name, education, training, and previous work experience will become public data. Private data is available only to you and to other persons in the City who have a bona fide need for the data. Upon court order, data may be disclosed in legal proceedings. Public data is available to anyone requesting it and consists of all data not designated in this notice as private.

The City of Saint Paul is an equal opportunity/affirmative action employer. Veterans, women, persons of color, members of the LGBTQ community, and individuals with disabilities are strongly encouraged to apply.