

LIVE WORK PLAY

GRAHAM

NORTH CAROLINA



Recruitment & Selection Process for Fire Chief

About the Organization

The City of Graham operates under the Council-Manager form of government. The City Council is the legislative body of government and includes a Mayor and four council members who are elected at large. The City Manager is responsible to the City Council for the effective operation of all government functions. The City Manager and his staff direct nineteen departments with a total workforce of approximately 236 employees. The City's annual operating budget is approximately \$21 Million.

About the Fire Department

The Department is located on the municipal campus in Downtown Graham along with the City Hall, Graham Police Department and the Public Library. The department employs nine full time positions, consisting of a Chief, a Captain, a Fire Inspector, seven (7) full-time and eleven (11) part-time fire equipment operators and fire fighters. The City of Graham Fire Department is considered a combination fire department that has a current roster of twenty-three (23) volunteers, many with decades of service. The GFD is ISO accredited with a class three (3) rating. The FY 18-19 budget for the GFD is approximately \$1.1 million to support nearly 500 annual calls for service.

About Alamance County and the City of Graham

Alamance County was founded in 1849 and the City of Graham was established as the county seat. The City of Graham is at a key point of change in its history. The economy and employment base is growing and evolving; development pressure is mounting throughout the City; the historic downtown area is experiencing revitalization; and expectations are high. The City is centered around the historic County Courthouse and hosts a high quality of life for residents, supports a diverse job market for workers and employers, quality educational opportunities for students, and exciting historic and cultural destinations for tourists and visitors. Graham is developing at a faster pace than ever in its history, resulting in an increased demand for services.

Key Issues, Challenges, & Strengths

The major challenges, key issues, and strengths of the GFD include:

- Priorities include: Fire prevention, fire inspections and fire suppression throughout the City.
- Increased visibility by the Fire Chief utilizing the team of fire fighters in the community.
- Maximize use of available funds/resources to ensure personnel have the equipment, support, and systems necessary to excel in their jobs.
- Recognizing that municipal budgets are often strained, create a plan which will permit the growth of the Fire Department to continue providing an excellent level of service to our citizens.
- Creating an environment where firemen's opinions are actively sought and considered for implementation.
- Build a culture in the department based on ethics, professionalism, and high standards.
- Build unity within the department by building on a structure of equality, ethics, professionalism and high standards.
- Taking the "community relations" philosophy to the next level by building on an already solid foundation and past successes. Encouraging more interaction between firemen and citizens to

build a network of communications and relationships that improves the department's ability to handle emergency situations.

- Dedicated firemen who are truly committed to serving the citizens of the City of Graham.
- Need a strong website and social media presence as an additional way to communicate involvement, and get assistance from the public.
- Enhance professional development opportunities for staff via additional responsibility, cross-training, familiarity with new fire-fighting technology, and constructive feedback.
- Relationships with merchants and property owners.
- Forecasting and preparing for future needs and changes in fire service best practices.

About the Position

The Fire Chief is a highly responsible management position charged with, and accountable for leading the Fire Department. The Fire Chief reports directly to the City Manager. Responsibilities include participating as a member of the "management team" with the City's department heads and the City Manager; preparing and administering an annual budget; developing and implementing policies and standards; guiding and evaluating the department; planning and accomplishing short and long-term goals; and dealing effectively with problems as they arise. The Fire Chief is a highly visible individual and must possess strong leadership skills. A broad knowledge and extensive experience in fire prevention, including inspections, and fire suppression is required. The successful candidate will have a demonstrated record of:

- Being approachable, accessible, and visible in the community so as to strengthen relationships with the citizens, businesses, and other community organizations;
- Superior performance as Fire Chief or as an upper level manager in a comparably sized department and/or community,
- Effective communications and follow-up with employees, citizens, manager, media, and other customers;
- True employee involvement and implementation of employee ideas, commitment to effective staff development/training;
- Innovative, practical, and successful approaches to management. Possesses a "can do" attitude;
- Creating and articulating a vision of effective fire prevention for the department and community;
- High level of integrity, inclusion, fairness, transparency, and professional ethics while being able to instill those values in others;
- Building and maintaining partnerships to strengthen the community's ability to preserve and protect property loss from fires.
- Fiscally responsible management of operations;
- Strong writing, speaking and interpersonal skills.

Qualifications

In addition to the skills and abilities described above, a successful candidate will possess a bachelor's degree in fire science or a related field and extensive experience in fire suppression and prevention, or

an equivalent combination of education and experience. Some experience should be at the supervisory or management level. Prefer experience in a command staff position that provides experience in managing inspections activities, resolving personnel issues, involvement in the budget process and community relations. North Carolina Class B Driver License, completion of State firefighter level II certification and preferred Level II Fire Inspections certification. Residency within the City of Graham Fire District is required within one (1) year of employment.

Salary & Benefits

A competitive benefits package is provided: Hiring range: \$71,356.81- \$89,196.01 annually, plus benefits. Vacation leave accrues at 10 days per year and progresses with tenure; 12 sick days; 11 holidays per year; medical, vision, and life insurance paid for the employee. Supplemental benefits include: Fire Fighter pension fund; 401(k) plan with match up to 5% contribution by the City, longevity pay plan and employee assistance program.

Selection Procedures

Applicants whose education and experience most closely match qualifications and desired attributes for the position will be scheduled for interviews and other aspects of the selection process. There will be multiple stages involved in the selection process, therefore the finalists can expect to be interviewed on several different occasions (e.g. quarter-finalist, semi-finalist, and finalist). *Semi-finalist should expect interaction with community members in a controlled interview setting – the names of the final candidate will be released to the media.* An extensive background investigation of the finalist for the position will be conducted, to include screen, reference checks with previous employers, criminal history review, confirmation of education and military history, and other reasonable checks.

How to Apply

Interested applicants should apply online at <https://www.governmentjobs.com/careers/graham>. To see more Watch “City of Graham from the Air” on Vimeo <https://vimeo.com/213578525?ref=em-share> . Application Deadline: **December 17, 2018**. However, the City will continue to accept applications and resumes until position is filled.

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