

CITY OF RIVERSIDE

City of Arts & Innovation



An Outstanding Career Opportunity

FIRE CHIEF

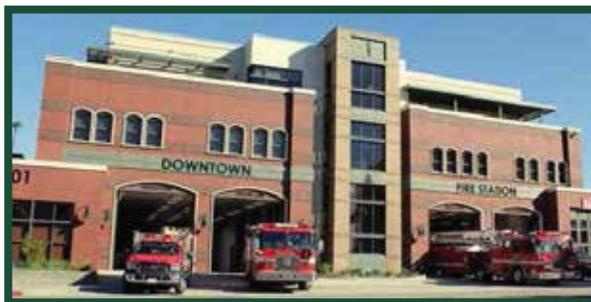


THE OPPORTUNITY

The City of Riverside, California is recruiting nationally for a dynamic and highly experienced Fire Chief to manage the day-to-day operational activities for the Riverside Fire Department (RFD). Ideal candidates must be contemporary and progressive leaders with a proven track record and reputation for providing strong leadership, communication, and interpersonal skills. The new Fire Chief will provide dynamic approaches in emergency and public safety services that contribute to the high quality of life for residents and visitors of Riverside. This at-will position is hired by and reports to the City Manager, via the Assistant City Manager, and is part of the City's executive leadership team. The Fire Chief is accountable for leading a full-time staff of 216 sworn and 22 administrative employees with a 2014 operating budget of \$41.7 million.

THE CITY OF RIVERSIDE

The City of Riverside's location approximately 60-miles east of Los Angeles puts it within driving distance of Southern California's other attractions, like Disneyland, the Pacific Ocean and its beaches, Palm Springs, mountain resorts including winter recreation, and many area wineries. Riverside has a rich history that has played a part in shaping California's development as an agricultural leader. Riverside is the home of California's first naval orange trees in 1873, one of which still stands today and is a California Historical Landmark. The success of orange trees in Riverside made the new citrus industry a "second gold rush" for California, and, during this time, Riverside was the wealthiest city per capita in the nation. Founded on the principles of education, culture, and beauty, Riverside was named one of the nation's Most Livable Cities in 2010. The City has grown to be the 12th largest city in the State, and the 6th in Southern California, with a population of 303,871.



Stretching over 81-square miles, Riverside is home to the University of California at Riverside as well as three other universities and colleges, including California Baptist University, La Sierra University, and Riverside Community College, along with several museums that celebrate art, history, technology, and culture. The City's scenic landscape includes hills, parks, and preserved open spaces. The Historic Mission Inn & Spa is the focus of the City's famous Festival of Lights, a six week-long festival of activities that include carriage rides, skating under the stars at an outdoor ice rink, live music, and, of course, millions of lights to celebrate the holiday season. Other events held in Riverside include the Festival of Trees, the Dickens Festival, the Riverside Airshow, the International Film Festival, and the Riverside Arts Walk, which takes place the first Thursday of every month. As the City of Arts and Innovation, Riverside is truly a marvelous place to live, work, and play.

CITY GOVERNMENT

Riverside was incorporated in 1870, and is governed by the council-manager form of government. The City Council is comprised of the Mayor, who is elected city-wide, and seven members who are elected by ward and serve four-year terms. The Mayor and City Council appoint the City Manager to oversee city operations, which include a budget of \$993 million and staff of 2,497. The City of Riverside has won many awards and recognitions, including being listed as a Top 25 City for Business by Executive Outlook Magazine; an Emerald City designation by the State of California Department of Conservation for sustainable green initiatives and renewable energy, the first such designation given; one of America's 100 Best Communities for Young People by America's Promise Alliance; the 2012 Most Intelligent Community of the Year; and the Number 3 "Can Do City" by Newsweek Magazine.

THE RIVERSIDE FIRE DEPARTMENT

Over 125 years ago, the City of Riverside formally established the Riverside Fire Department. Today the men and women of the RFD work to protect residents, businesses, and visitors of the City of Riverside. With 216 sworn firefighters, 14 fire stations, a new training facility, and state-of-the-art Emergency Operations Center, the City of Riverside remains committed to providing the best possible fire and emergency medical services for its residents. An all-hazards Department, RFD responds to over 30,000 emergencies annually, including fires, emergency medical services, hazardous materials incidents, and specialized rescues such as water and confined space. In addition, RFD is the host agency to Riverside Urban Search and Rescue (US&R) – California Task Force 6. This highly acclaimed team specializes in locating and extricating victims from collapsed buildings, primarily those damaged by earthquakes and explosions.

Riverside Fire Department is organized into five divisions:

- Fire Administration, which is responsible for setting policy and the mission of the Department, as well as fiscal management and special projects;
- Fire Prevention, which performs inspections of businesses and occupancies as mandated by state and local ordinances, and investigates all major fires occurring within Riverside's city limits;
- Fire Operations, which performs fire suppression, basic and advanced life support, and specialized rescue services. Specialty programs include: Paramedic, Hazardous Materials, Technical Rescue, and Urban Search and Rescue;
- Fire Special Services, which manages the Emergency Operations Center and is responsible for community preparedness and disaster recovery planning activities; and

- Fire Training, which promotes the continuous improvement of emergency services through the facilitation of ongoing drills and exercises to maintain emergency response readiness.

CHALLENGES AND OPPORTUNITIES

The new Fire Chief will be confronted with a number of challenges and opportunities that will require inspired leadership, diplomacy, and creative problem solving. Among these challenges are:

- Through labor negotiations, manage and reduce labor cost in light of budget limitations;
- Operate and maintain an aging fleet with a constricted budget;
- Resolve the issues regarding the delivery of City ambulance services;
- Develop future leaders; and
- Maintain cooperative working relationships with all City departments.

THE POSITION

The Fire Chief is a key member of the City Manager's executive leadership team and works under the day-to-day administrative direction of the Assistant City Manager. The Fire Chief will be joining a high-energy, creative, and professional executive management team and will assume command of a professional organization with a tradition of providing excellent service. In addition to providing oversight and leadership for the day-to-day operational activities of a progressive and complex organization, he or she will serve as a technical advisor for other City departments on fire, disaster management, and EMS issues. The Chief is also responsible for establishing and maintaining a positive employee/labor relations climate, and for proper and efficient use of both human and financial resources.

Specific responsibilities of the Fire Chief include:

- Providing strong leadership that will inspire achievement and earn the confidence of Department personnel, the Council, City Manager, outside agencies, and the community;
- Articulating a vision and leading the development of strategic and master plans in support of that vision;
- Effective in managing the Department's financial resources and in communicating the Department's financial structure and position to internal and external stakeholders;
- Possessing a participative leadership style and working effectively with the City Manager, Council, Department Heads, other agencies, and affiliated labor associations, toward the common good of the organization and the community;
- Utilizing a quality professional and technical staff, being mindful of their abilities, and able to listen and make informed decisions. Possessing proven experience and being committed to staff development and succession planning;
- Ensuring professional development of command staff and employees that will enhance their success as managers, and facilitate positive employee morale and strong organizational performance;
- Establishing collaborative working relationships and partnerships with community and neighborhood associations, business groups, development organizations, and other agencies, to pursue a common goal of community safety; and

- Providing an appropriate flow of information to citizens, the media, and interest groups, and serving as the primary spokesperson on matters of fire safety and life safety.

In summary, provide dynamic leadership and vision in order to manage people and constructive change while continuing to mentor, coach, and provide staff development.

THE IDEAL CANDIDATE

The selected candidate for consideration as the City of Riverside's next Fire Chief will be an experienced fire services manager and administrator who possesses outstanding interpersonal, organizational, and leadership skills. This top executive will have exceptional communication skills and be able to work effectively as a leader of a team. The ideal candidate will be amiable, open, and honest, and possess a reputation as a firm, competent, fair, and consistent manager. An unblemished record of ethical and professional conduct is essential.

The Fire Chief will be expected to demonstrate and promote the highest standards of personal and professional conduct. The ideal candidate will be expected to practice an open style of management and to work collaboratively with members of the Department to foster a working environment that encourages individuals to excel in their areas of responsibility. The Fire Chief will establish positive relationships with employees throughout the organization and place a high value on the professional development of staff. The Fire Chief will be considered a progressive leader within the fire service and be recognized for being an ongoing contributor to the advancement of the profession. Riverside Fire Department's next Fire Chief will be well-versed in all operational and administrative aspects of comprehensive emergency service operations including fire suppression, fire prevention, hazardous materials response, emergency medical services, and associated services.

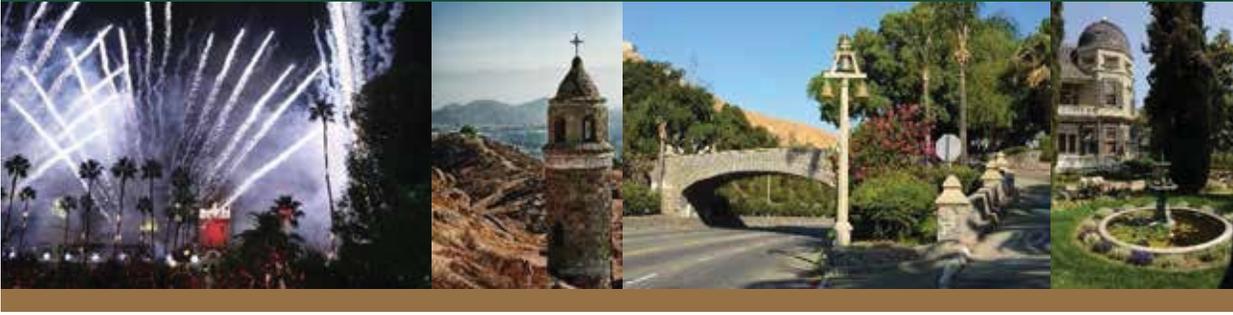
The selected candidate for Fire Chief will be a person of imagination and vision that will ensure continued progress for the RFD's service areas. The new Chief must also be willing to take reasonable risks to guide the organization to new levels of achievement and share the credit for successes with others. The Chief must have a reputation as an effective developer, motivator, and evaluator of subordinate personnel, with a reputation for providing training and education equitably for all personnel.

Extensive experience with sound and effective labor relations will be expected. A sophisticated understanding of California employment practices, including the Firefighter Procedural Bill of Rights, is strongly desired. Known for being a relationship builder, the top candidate will also have a reputation for establishing and maintaining a high level of trust between management and rank and file. Highly qualified candidates must be able to formulate long-range plans that communicate future vision, direction, and leadership expectations. The City of Riverside Fire Department's Fire Chief will demonstrate effectiveness as being an innovator in developing a model department in areas such as labor-management, training and development, community outreach and education, and the effective use of technology.

In summary, the Fire Chief will also be a positive influence on day-to-day operations, have a "can-do" attitude, and will be comfortable with a hands-on approach to all aspects of RFD procedures. Additionally, the Chief must be recognized as having the ability to provide the following:

Exceptional leadership skills

- Proven success working in an active labor environment where consensus and positive relationships are crucial to the organization's success;
- Consistently communicate and implement the RFD mission;



- Ability to build consensus and provide a positive example;
- Ability to embrace and effectively implement new ideas, a genuine interest in the community, and the broad range of issues facing the RFD service communities; and
- Display outstanding character, integrity, and professionalism.

Outstanding managerial skills

- A proven track record of identifying and evaluating specific organizational needs;
- Ability to manage a diverse staff while providing personnel management, including the ability to coordinate and delegate, supervise, train, and develop staff; assess staff capabilities; handle/prevent personnel problems; and optimize staff skills and communication; and
- Creative problem-solving capabilities, with the ability to analyze and resolve complex and sensitive issues, problems, and situations.

A proven, effective communicator

- Display an outgoing, communicative style, one that is comfortable working with a variety of individuals at any level in the organization;
- A good listener; open and approachable with new ideas;
- Excellent writing skills, a highly articulate oral communicative style, and the ability to clearly explain complex issues to a wide variety of constituents;
- Legislative process and policy decision-making, including working with elected officials, and local, state, and federal agencies; and
- Proactive at providing information to the City Manager, Council, Department Heads, and the community.

In summary, qualified candidates will excel in providing executive leadership and guidance to this dynamic Fire Department.

MINIMUM QUALIFICATIONS

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

Education: Equivalent to a Bachelor's degree from an accredited college or university with major work in fire science, public administration, or a closely related field.

Experience: Five years' increasingly responsible supervisory and administrative experience at the level of Fire Battalion Chief or above.

Desired Qualifications:

- California State Fire Marshal
- Certified Chief Officer
- National Fire Academy Executive Fire Officer

Final Selection and Appointment: Candidates will be responsible to appropriately portray career history and accomplishments and overall match with this executive level position through submitted material for consideration by the City. The City Manager will select the most highly qualified candidate for consideration based on a combination of education, career experience, and accomplishments that best fit the needs of the City of Riverside.

COMPENSATION

The successful candidate will receive a highly competitive salary with an excellent benefits package that considers the candidate's salary history and track record of career success. The salary range for this position is \$171,912 to \$225,636. In addition, it is anticipated that this position will be part of the City Executive Management Group, and benefits provided include annual leave, holidays, and sick leave; retirement plan; and health insurance and long-term disability insurance. Contact Ralph Andersen & Associates for more details.

TO BE CONSIDERED

This is a confidential process and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established. **The first review of resumes will take place on June 6, 2014.** This position is open until filled; however, candidates are encouraged to apply early in the process for optimal consideration. Resumes will be reviewed and evaluated throughout the recruitment process.

To be considered, candidates must submit a:

- Compelling cover letter;
- Comprehensive resume;
- Salary history; and
- Six (6) professional references.

An electronic version of all submittals is strongly encouraged. Interested candidates may apply via email to apply@ralphandersen.com.

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. The evaluation and selection process may consist of a supplemental questionnaire and/or written exercise(s) to further evaluate relative experience and overall suitability for this position. Ideally, the Fire Chief will join the City of Riverside in August 2014, or sooner.

Finalist candidates will be required to sign a release form to authorize preliminary reference calls and verifications to be conducted. Employment history, degrees obtained, and other certifications/accomplishments will also be verified.

Should you have any questions regarding this position or the recruitment process, please call Mr. Robert Burg at (916) 630-4900. Confidential inquiries are welcomed.