



## FIRE CHIEF

**\$110,553 - \$148,446**

*Plus Excellent Benefits*

*Apply by*

**May 15, 2022**

*(First Review, Open Until Filled)*

**PROTHMAN**



## WHY APPLY?



The City of Grants Pass is a High-Performance Organization that has a well-defined Mission, Vision and Values, and believes that the best solutions come from empowered teams with the knowledge and shared vision of the community's goals. If you want to make a difference in a special community with unique opportunities and would like to lead a dedicated staff in an organization that places a high value on providing outstanding service, this is the position for you!

Nestled in Southwest Oregon just 60 miles north of the border of California in the "Sun Belt" of Southern Oregon, Grants Pass is full of beauty, history, culture, and adventure. The gorgeous scenery and world-famous Rogue River beckons residents and visitors to enjoy the outdoors.



## THE COMMUNITY

Located in Josephine County, Oregon, Grants Pass is the County seat and largest city with an estimated population of just under 38,000. Grants Pass has a colorful past forged by the Native Americans, trappers, loggers, gold panners, celebrities and writers who were attracted to the area for its resources and scenery. Today, Grants Pass is a beautiful community with a "hometown" feeling, encompassing 7,475 acres of land. The City serves as the major commercial, cultural, and economic center for a County population of 87,000.



Grants Pass is conveniently located right off Interstate 5, just one hour north of the California border. It is a hub to many nearby attractions, including two National Forests and one of the largest wilderness areas in the West, the Kalmiopsis, where rare and unique botanical wonders abound. The nearby Oregon Caves National Monument is a year-round attraction and is just a short drive away from Crater Lake National Park, the Pacific Ocean and Redwood National Park in California.

The local community boasts their "can-do" attitude that encourages leveraging resources, raising strong leaders and encouraging entrepreneurial approaches which keep Grants Pass always moving forward. The people in Grants Pass invest in and care about their community and are always looking for ways to improve and add character to the already distinguished town.

The area offers beautiful river side parks, a revitalized downtown with a thriving historic district, diverse dining and retail, antique shops, and a variety of entertainment venues. Residents and visitors enjoy endless recreational opportunities, including water sports, jet boat rides, kayaking, hiking, fishing, golfing, cycling, wildlife watching, wine and beer tasting, and much more.

To learn more about the beautiful area that is Grants Pass, please visit:

[www.grantspassoregon.gov](http://www.grantspassoregon.gov)

[www.travelgrantspass.com](http://www.travelgrantspass.com)



## THE CITY

The City of Grants Pass is situated in Josephine County and utilizes the Council/Manager form of government with eight Council Members elected at-large to staggered four-year terms. The Mayor is elected by Grants Pass residents to a 4-year term. The City has a total operating budget of \$44.4 million for Fiscal Year 2022. Grants Pass provides a variety of services including City Planning, Engineering and Building Services, Fleet, Water Plant and Distribution, Wastewater Restoration and Collection, Streets and Stormwater, Parks, Police and Fire. City departments include Administration, Human Resources, Finance, Police, Fire, Public Works, and Community Development.



## THE DEPARTMENT

The Fire Rescue Department serves a population of 38,000 citizens from three separate response locations: the Parkway, Redwood, and Hillcrest Fire Stations. Grants Pass Fire Rescue provides 24-hour structural and wildland fire suppression, advanced emergency medical care, technical rescue, and fire and life safety prevention services. Led by the Fire Chief, the Department has a dedicated workforce that serves our community with skill and professionalism. The Department's Mission is to prevent the loss of life and damage to property from fire, accidents, medical emergencies, and natural disasters through a comprehensive program of public education, awareness, enforcement, and emergency response. The Fire Chief leads a staff of 24 line fire personnel, three Battalion Chiefs, a Deputy Chief, Fire Marshal, Fire Inspector, Firewise Coordinator, and Prevention Program Assistant.

## THE POSITION

The Fire Chief is responsible and accountable for directing the Fire Rescue Department including its personnel, budget, and resources. The Fire Chief serves as the City Emergency Management Coordinator and is responsible for guiding City Executive Staff in City emergency preparedness and response. Responsibilities include making recommendations to the City Council and City Manager, developing and implementing policy initiatives, setting the tone, climate, vision, and strategic plan for the department and emergency management, ensuring compliance with statutory responsibilities and directives, and developing multi-jurisdictional approaches as necessary or appropriate. Incumbents provide general direction of daily operations, establish relationships and liaison with community groups, boards, and commissions, and provide the highest level of analysis and recommendation. Duties include the direction and support of the City Council annual work plan and participation on the Executive Staff team for organizational planning, problem-solving, issue resolution, and organizational development. For a full job description that includes a full list of responsibilities, please view the attachment found on [www.prothman.com](http://www.prothman.com) or click [here](#).

## OPPORTUNITIES AND CHALLENGES

1. The number one challenge for the Fire Department is to secure permanent funding sources in lieu of an operational levy that is up for renewal every three years. The ideal candidate will have the experience to lead in an environment that has fiscal challenges and the patience to keep the end goal in mind if resources requested are not immediately authorized. Keeping staff informed throughout the process will be a high priority.
2. The Fire Chief will be heavily engaged in developing the organizational structure having just separated from a Public Safety Department model; the Public Safety Department had been in place since 1984. The new Fire Chief will be charged with reviewing the Fire Department, developing an organizational chart and recommending resources to the City Manager that will enable the Department to operate in a safe, efficient and effective manner.
3. A succession plan will need to be developed to address retirements that may occur within the next 18 to 24 months.

## EDUCATION AND EXPERIENCE

A bachelor's degree from an accredited college or university with major coursework in public administration, business or a related field is ideal. At least five (5) years of directly related departmental or administrative management experience, plus three (3) years professional emergency management, strategic planning, project management or program development experience are required. Successful and demonstrated experience managing personnel and developing and working with fire department budgets is necessary. A master's degree is desired.

The selected candidate will have the following Licenses and Certifications:

- Oregon Driver's License – Class C
- Emergency Medical Technician - Basic
- NIMS ICS 100, 200, 300, 400 and 700 Certifications
- AWR 160 Certification (NIMS Command and General Staff position specific qualifications or demonstrated experience preferred)
- DPSST/NFPA Fire Officer 2 or above (Fire Officer 4 and/or National Fire Academy Executive Fire Officer Certification (EFO) or Chief Fire Officer Designation (CPSE or state certified) highly desirable.

Any combination of relevant education and experience that demonstrates the ability to successfully perform the essential duties of the job may be considered.



## THE IDEAL CANDIDATE

- Successful and demonstrated experience in labor management with considerable background in labor relations and labor law is crucial. Experience in the development of employees and supporting a strong culture and work environment is required. Demonstrated experience in maintaining confidentiality and the highest ethical behavior for self and others is essential.
- The ideal candidate will have a passion for fire and community services and will be the internal spark that demonstrates a desire to serve the greater good and provide exceptional customer service during emergency and non-emergency situations.
- The ideal candidate will inspire great performance through their actions and performance and will value making decisions in the best interest of the community, the agency and its personnel.
- The new fire chief will lead in a manner that welcomes a diverse workforce, diverse ideas, and embraces a work environment that is firm, fair and consistent.
- The new fire chief will be a confident voice for the fire department when working with elected officials especially when describing the services and resources necessary for successful outcomes.
- The ideal candidate will be working with an exceptional team of leaders at the department director level within the City. The approach to managing the fire department requires open discussion with other City department directors who engage in collaborative environment when addressing challenges.
- The new fire chief will be an experienced leader with good political acumen and the ability to take complex issues and explain them in a manner that makes them simple to understand. Experience developing metrics for service and delivery outcomes and working in a municipal environment is highly desirable.
- The new fire chief will be visible in the community and engage in all department's activities across the city.
- The fire chief will take a hands-on and proactive approach to addressing a broad range of challenges.
- The ideal candidate will be collaborative by nature and see working with stakeholders as essential to good decision making. Developing a vision for the future of the Grants Pass Fire Rescue Department will be a key to success.

- The new fire chief will be open, honest and transparent with their communications,
- The ideal candidate will see professional development and furthering education as a cornerstone for the agency's members in order to prepare them for future leadership roles.
- The successful candidate will be a strategic and innovative thinker who is comfortable operating in a dynamic environment. This requires a visionary and proactive leader with the ability to facilitate discussion and collaboration between elected officials, and who feels comfortable and at ease serving an active and involved citizenry.
- The 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 departmental procedures.
- The ideal fire chief will communicate in a transparent manner with the City Manager, the other department directors, and fire department staff. The new fire chief will have experience working with organized labor and see them as a partner in delivering the important public safety services and developing solutions.
- The new fire chief will have strong written and oral communication skills, will demonstrate exceptional interpersonal skills while developing relationships with internal and external stakeholders.
- The ideal candidate will have the political acumen to have difficult conversations with staff, city leadership and the city council.
- The ideal candidate will have experience in developing and managing a fire department budget and can operate in an environment where long-term funding remains a challenge. Experience in levies, developing alternate forms of funding such as grants or other revenue streams is highly desirable. Empathy towards the staff as it relates to the current funding model is essential.

- The ideal candidate will have a natural interest in mentoring and guiding staff in delivering high quality customer service, having patience to not only explain strategy and procedures but also explaining how to effectively and efficiently achieve City-established goals with a pro-active approach versus a reactive response.

## COMPENSATION & BENEFITS

- **\$110,553 - \$148,446 DOQ**
- Medical, dental & vision insurance with the City paying 92.5% of the premium.
- Life insurance one-time the annual salary and Long-Term Disability.
- Oregon PERS with the City paying the employees 6% IAP contribution.
- Holidays: 10 paid & 1 floating personal holiday annually.
- Administrative leave: 2 paid days per quarter for use.
- Vacation: 120 hours accrued annually 0-35 months increasing to 160 hours at 36 months.
- Sick Leave: 96 hours annually with no maximum accrual.

For more information on the City of Grants Pass, please visit:

[www.grantspassoregon.gov](http://www.grantspassoregon.gov)



The City of Grants Pass is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **May 15, 2022** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to [www.prothman.com](http://www.prothman.com) and click on "**Open Recruitments**", select "**City of Grants Pass, OR – Fire Chief**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.



[www.prothman.com](http://www.prothman.com)

371 NE Gilman Blvd., Suite 310  
Issaquah, WA 98027  
206.368.0050