

# The City of Prescott, Az

*Announces the recruitment for*



## Fire Chief

### The Opportunity:

The City of Prescott, located in the mountains of north central Arizona, is seeking a Fire Chief with a unique combination of leadership skill, professional knowledge, and a progressive management style, to take the Prescott Fire Department to a new level of "best-in-class" service in our historically-rich community. With a population of 40,000, Prescott is recognized for its lively downtown plaza, named as one of the Top Ten Public Spaces in the United States by the APA (American Planning Association). Known as "everybody's hometown" because of its unmatched warmth, character and sense of community, Prescott prides itself on fostering a small-town atmosphere and charm which sets it apart from other Arizona cities of comparable size.

### Ideal Candidate:

The ideal candidate will be a proven public safety leader with at least 5 years of executive management experience. The candidate must have a well-rounded background that includes strong management skills, knowledge of incident command systems, and emergency management. The candidate must have attended a recognized command college, training course(s) or equivalent. Competitive individuals will bring innovative, contemporary and fresh ideas to the Department and the community. Strong candidates will possess a strategic orientation and the ability to develop a business plan based on best practices to elevate the Prescott Fire Department to the highest level of fire and emergency service provision. Model candidates will have the demonstrated ability to effect change through strong leadership and management skills.



### Top Priorities:

- Strategically planning for the ongoing growth of the City; constantly assessing and implementing new, progressive, and best practices for the health and safety of the community and department personnel.
- Focusing on the professional development of staff.
- Coordinating efforts for superior emergency preparedness.
- Proactive community outreach - developing/building on collaborative relationships with citizens and surrounding communities and agencies.
- Establishing constructive connections with regional partners.
- Establishing a professional management approach to the financial and business operation of this multi-million dollar business unit.
- Assessing and implementing recommendations from the ICMA Operational Study, currently being conducted, with results expected in the first quarter of 2014.



[www.cityofprescott.net](http://www.cityofprescott.net)

# Community Profile

## Location and History

Prescott is located in the mountains of north-central Arizona, 96 miles northwest of Phoenix and 90 miles southwest of Flagstaff. The City is bordered on the south and west by the Prescott National Forest, containing one of the world's largest stands of Ponderosa Pine. Prescott was established in 1864, became Arizona's first Territorial Capital in that same year, and is the seat of Yavapai County.

## Climate and Environment

Prescott's average elevation is 5,400 feet; the area enjoys four distinct seasons with few extremes of temperature or precipitation. The climate is generally mild, with seasonal average temperatures ranging from 50 to 90 degrees. Average annual precipitation is 18.8 inches, most of which is rain, although winter snowfalls are not unusual. The natural environment is rich with vegetation, wildlife, unique topographical features, and archaeological resources.

## Economic Activity

Prescott's economy has been largely service-oriented, with tourism and government as the major sources of business activity and employment. Focused efforts are underway to expand the City's commercial-retail economic base, to strengthen its position in an increasingly competitive retail environment. Prescott is home to the two largest medical care facilities in Yavapai County: Yavapai Regional Medical Center, and the Department of Veteran Affairs Medical Center.

## Department Information

### Prescott Fire Department - "Dedicated to Excellence in Service"

The Prescott Fire Department is the oldest fire department in the state of Arizona, established in 1885. Today, the department is a modern and highly professional career Fire Department with a total of 83 personnel, 63 Public Safety, three office staff, three Inspection and Code, and 14 temporary seasonal employees. The Department has an operating budget of \$7.5 million, not including grants or capital projects. Department personnel receive thousands of man-hours per year of in-service training in all aspects of emergency services to include advanced and basic life support, fire suppression, wildland fuels management, code enforcement, aircraft rescue firefighting, hazardous materials, rescue diving, trench rescue, high and low angle rope rescue, helicopter operations, child safety, public education, mass casualty, natural disasters and terrorism.

The Department provides Emergency Medical Services throughout the City and surrounding area. Advanced Cardiac Life Support (ACLS) personnel are provided on every engine, which is equipped to handle many life-threatening emergencies. Each firefighter must obtain and maintain a minimum certification level of Emergency Medical Technician (EMT), and all are trained in CPR and the use of an Automatic External Defibrillator (AED).

Prescott Fire Department has five fire suppression stations, a wildland/fuels management crew station, and a fire training center. The Department works closely with the National Forest Service to coordinate suppression efforts, using specialized equipment for the wildland/urban interface, as well as with its automatic-aid partners, Central Yavapai Fire District, and Chino Valley Fire District, which border the Prescott basin.

## Beneficial Characteristics

Impressive candidates will exhibit the following competencies and characteristics:

- Create trust and confidence
- Collaborative - understand that the department and the City work best in an environment of shared ideas and common goals
- Team-oriented, effective people manager; able to get results while maintaining accountability
- Provide customer service while demonstrating concern for human welfare
- Understand how to balance the human dynamic with the financial realities of providing high level service-efficiently, and with limited resources
- Highest level of integrity/ethics
- Value professional development; ability to mentor/develop staff
- Display political sophistication; bring forward issues/information of interest/importance to Council or the public; remain apolitical
- Able to present complex information in a concise and understandable manner in formal presentations



# Leadership Skills

## Strategic Leadership

The new Chief will take the lead role in setting a new tone and vision for the department. He or she must be forward thinking, look beyond the status quo, and envision what will be effective and sustainable for the future. The Chief must be able to reach beyond the Fire Department and collaborate across City departments and other agencies to advance public safety initiatives, while recognizing that public safety is a community-wide interest, not just a fire department, interest. The new Chief will need to ensure their strategic perspective translates into day-to-day actions (e.g., programs, policies, procedures, attitude and comportment). The Chief must model leadership behaviors and instill confidence in stakeholders and employees regarding the overall tone and direction of the department ensuring that it is prepared to meet the needs of the future. The new Chief must clearly have demonstrated the effective exercise of strategic leadership as a prerequisite to coming into the department.



## Team Leadership

The new Chief must be prepared to identify and build a strong leadership team who will be actively involved in driving the department forward. The Chief must set the agenda and direction for the senior fire staff as well as the department as a whole; leveraging the most effective aspects of the department while identifying opportunities for change. The new Chief must be a willing listener, recognize when change is needed, and be willing to take action which may be viewed initially as unpopular.

## Budget and Financial Management

The Chief identifies priorities for the department's budget consideration and oversees the acquisition and use of resources in a fiscally sound manner. Working with the City Manager, the Chief must ensure that financial decisions align with those of the City. The new Chief must be able to seek out additional sources of revenue and partnerships (e.g., financial assistance through grant writing at local, state, and federal levels, joint projects with other public, private and non-profit agencies.) While the City Manager provides leadership for City budgets, the Chief is expected to participate with the management team in ensuring the department is consistent with budget goals and constraints.

## Operational Readiness/Emergency Action

The new Chief must actively evaluate the department to ensure that it is positioned to meet a wide range of responsibilities such as structural and wildland firefighting, prevention, mitigation, EMS and other medical response, and other emergency situations such as natural and manmade disasters. In addition, the new Chief must collaborate with various City and automatic-aid agencies to address and solve problems affecting the community such as wildland fire mitigation, emergency management response and training, and other partnerships that make effective use of limited resources. Identification of training needs across various functional areas as well as in coordination with other agencies may be required to ensure this readiness. The new Chief must set the behavioral expectations of firefighters in the field, actively engaging in supporting fire and medical response and participating in post incident briefings. The Chief must coordinate and collaborate across a wide range of inter-jurisdictional partnerships such as Hazmat and automatic-aid response, including negotiating the terms of participation in these arrangements, while ensuring that the City's needs are met from resource, tactical, and strategic perspectives.



## Managerial Stewardship

The new Chief must bring to the table an array of management capabilities. New demands and fiscal constraints will require the Chief to be well versed in budget management, HR policies and procedures, use of technology, use of metrics to evaluate department performance, employee relations in an established culture, and understanding and effectively addressing accountability, while preparing the department with succession planning and staff development. The new Chief must be prepared to lead a course that is responsive to the operational and organizational assessment conducted by the ICMA Center for Public Safety Management that reflects the department's strengths and weaknesses, as well as opportunities, methods and processes to move the department forward.

# Leadership Skills (Continued)

## Community Relations

The new Chief must be capable of and comfortable with interacting and responding to an engaged community on current and trending issues of interest. Key to success in this aspect of the job will be the skill in responding to and addressing these current issues such as community residence activities (medical, fire and community impact); issues related to prolonged economic challenges; emergency response in a rural setting with a significant wildland-urban interface; and a significant retiree population with a large number of assisted living facilities. The Chief must navigate these relationships within the context of a strong Council-Manager form of governance that values effective teamwork with elected officials.



## Education & Experience:

It is expected the new Fire Chief will have a Bachelor's degree from an accredited four-year college or university and at least 15 years of related public safety experience and/or training; or equivalent combination of education and experience. A Master's degree and/or executive management training is preferred.



## Compensation & Benefits:

The salary range for the Fire Chief's position is \$100,000 - \$130,000 and will be dependent on the qualifications of the selected candidate. The City of Prescott also offers a competitive selection of benefits, some of which may be negotiable as part of the total compensation package. Standard employee benefits include group medical, dental and life insurance; paid time off; ten paid holidays; participation in an applicable retirement system (depending on preferred candidates retirement status); ICMA deferred compensation plan; and flexible spending accounts. Exempt employees are also eligible for 40 hours of paid administrative leave each year.

## Government Relations

The Chief must work closely with the City Manager, keeping him informed and up-to-date on departmental activity. While interactions occur with Council members, the primary path of communication and interaction is through working directly with the City Manager, who serves as the main point of contact with the Council as well as providing direct oversight of governmental relations with local, regional, state and federal elected delegations. The new Chief will serve as the primary point of contact for the Department within the community, and throughout the region, including the surrounding Fire Districts and private ambulance service provider.



## Application & Selection Procedure:

Interested candidates may apply for this challenging and rewarding career opportunity by submitting a City application, a resume which should include positions held as well as size of staff and budgets managed, salary history, and a compelling cover letter detailing how their experience matches the City's interests. For more information about the Prescott Fire Department please visit <http://www.prescott-az.gov/services/fire/>. Please forward application materials via mail or email to:

Applications must be received by 5:00 pm  
on Monday, April 21, 2014

Human Resources Department

201 South Cortez Street

Prescott, Arizona 86303

(928) 777-1315, (800) 748-6205 or HR@prescott-az.gov