

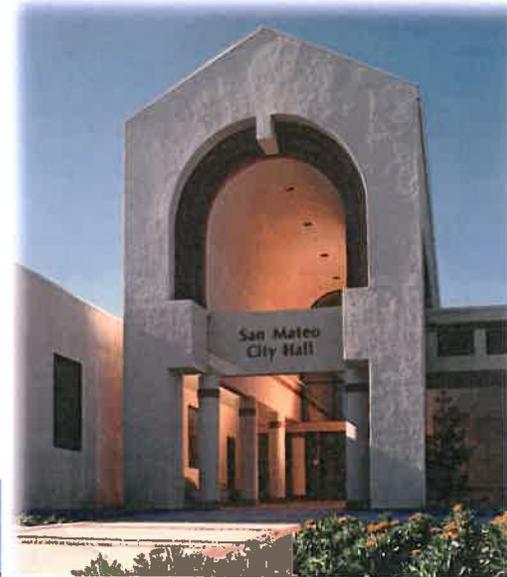


*The Cities of San Mateo,
Foster City, and Belmont*

Invites your application for the positions of:

Deputy Fire Chief

Closed Promotional



Closing Date:

Friday, October 9, 2015, @ 5:00 p.m.

An Equal Opportunity Employer

The City of San Mateo

San Mateo is a city of approximately 100,000 residents, strategically located midway between San Francisco and San Jose, and is within the Silicon Valley. One of the City's strengths is its diversity, both in the ethnic makeup and the physical development of the community. San Mateo has a vibrant business and retail environment with national and international businesses, two major shopping centers and an active downtown. The community values its historic and new residential neighborhoods and recently approved a major new Transit Oriented Development that will add 1,500 new homes, 300,000 square feet of new retail and as much as 1.5 million square feet of commercial office space.

The City organization has a culture of innovation, collaboration and strong customer service. The City's annual budget is \$130 million and is staffed by over 540 full time employees. The City is continually evaluating new and innovative ways of providing high quality services to its residents while acknowledging the competing demands for the limited funds available.

www.cityofsanmateo.org

The City of Belmont

The Belmont Fire Protection District established in 1926, operating as the Belmont Fire Department, provides all risk emergency services to the City of Belmont and the unincorporated Harbor Industrial District the home to 26,000 residents. Suppression and Rescue is the largest division in the Fire Department and includes the Fire Captains and Firefighters who respond to emergency and non-emergency calls for service and operate out of the two Belmont Fire Stations. The Hazardous Materials Division provides Hazardous Materials Emergency Response to all jurisdictions within the County of San Mateo. Belmont personnel operate in partnership with the County Environmental Health Department and the Office of Emergency Services to form the Response Team. For more information about the Fire District visit the City of Belmont website at:

www.belmont.gov

The City of Foster City

Foster City is home to approximately 30,000 residents and a wide array of industry—including some of the bay area's elite businesses. Conveniently located midway between San Francisco and San Jose, Foster City prides itself on its well-planned neighborhoods, shopping centers, and a supreme quality of life. Foster City's temperate climate, diverse cultural attractions, beautiful parks, excellent school district and unique waterfront setting offer a quality of life that is unsurpassed.

For additional information about the City, visit Foster City's website at: www.fostercity.org

The San Mateo-Foster City- Belmont Fire Department

The Cities of San Mateo, Foster City, and Belmont have embarked on a shared services endeavor for fire services. The Departments collectively have ten engines and two trucks operating out of nine fire stations. There are 154 full-time employees assigned to one of the following divisions: Administration, Fire Prevention, Training, Emergency Preparedness, Fire Operations and EMS.

The Departments jointly serve nearly 161,000 residents daily with a day-time population around 230,000. Additionally, the departments participate in a mutual aid program throughout the county, helping to secure a million people daily. The Departments have a healthy collaborative atmosphere and encourages participation at all levels.



The Position

The Deputy Fire Chief reports directly to the Fire Chief and plans, directs, supervises, and coordinates activities of the Field Operations and Training Divisions; provides highly responsible and technical staff assistance, demonstrates a strong commitment to the highest quality customer service, community involvement and participative management.

The responsibilities of the Deputy Fire Chief will also include direct supervision of sworn and non-sworn professional, technical and support personnel.

Example of Duties

Duties may include, but are not limited to the following:

- Prepare and administer the Fire Department budget, including the capital improvement program.
- Supervise, train, and evaluate staff.
- Assist in coordinating fire protection activities with the activities of other City Departments and other emergency service agencies.
- Direct the implementation of in-service training and career development programs for assigned personnel.
- Plan, direct, supervise and coordinate the activities of sworn and non-sworn personnel in providing the approved level of fire protection, emergency medical care, and community service programs.
- Oversee personnel actions including investigations, discipline, recruitment and labor relations activities.
- Serve as Acting Fire Chief.

The Qualifications

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

Experience:

- Two (2) years as Battalion Chief or higher position or six years as a Fire Captain.

Education:

- Equivalent to a Bachelor's Degree from an accredited college or university with a major in either management, public administration, psychology or labor relations or a closely related field.

Licenses and Certification:

- Possession of California Chief Officer, Fire Prevention Officer III and/or Master Instructor certification is desired.

Knowledge of:

- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration, budget, and personnel management.
- Principles and practices of fire protection, Emergency Medical Services, hazardous materials, inspection and suppression program development.
- Pertinent Federal, State and local laws, codes and regulations including those pertaining to fire prevention, inspection suppression.

Ability to:

- Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of departmental and city

goals.

- Prepare and deliver presentations.
- Provide direction and leadership to ensure consistent application of policies and coordination of activities within, and external, to division.
- Plan, direct and organize emergency operations, training and support activities.
- Work with FACT (Fire Action Consensus Team) and formulate sound departmental policies and procedures.
- Cultivate appropriate working relationships with members of the fire department, city employees, and other fire and EMS agencies.
- Communicate clearly and concisely, both orally and in writing.
- Prioritize and organize multi-layered work plans.
- Prepare and administer a budget.
- Formulate and recommend sound departmental policy.



ADA Special Requirement: Essential duties require the following physical abilities and work environment: Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 150 pounds; exposure to cold, heat, extreme noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, toxic waste, mechanical hazards, and explosive materials.

Salary and Benefits

San Mateo Salary:	\$15,343 to \$16,915 monthly
Retirement:	Employee pays 9% PERS contribution plus an additional 4.2% of the City Contribution
Uniform Allowance:	\$650 uniform allowance per year
Educational Incentive Pay:	\$260 per month for BA

For a list of benefits, go to the City of San Mateo website: www.cityofsanmateo.org

The person selected for this position will be a San Mateo employee.

Selection Process

Based upon a review of the employment applications, supplemental questionnaire, résumés and certifications received, qualified applicants will be invited to participate in the examination process consisting of an assessment center. The assessment center is tentatively scheduled for:

Thursday, November 5, 2015

A list will be established from those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least one year unless abolished sooner.

How to Apply

Visit us at: www.calopps.org. Click on "Member Agencies," or "City of San Mateo" to review job announcement. For application, click on "City of San Mateo Job Openings", then click on "Deputy Fire Chief," and then click "Apply." All applicants must submit a completed official employment application, résumé and Supplemental Questionnaire through www.calopps.org.

Apply By: October 9, 2015 at 5:00 p.m.

All applicants **must submit a completed employment application, résumé, supplemental questionnaire, and attach certifications via www.Calopps.org**. Failure to submit all required documents by the filing deadline will result in disqualification of the applicant. **ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED IN YOUR ON-LINE APPLICATION.** Therefore, it is imperative that you provide an email address to which you have access, and it is recommended that you frequently check your email for notices from:

sanmateo@CalOpps.org

Required Supplemental Questionnaire: Please complete the supplemental questionnaire online at www.calopps.org. Questions will be used in lieu of a written exercise for the testing process. If you have any difficulty using CalOpps, contact John Castanha at 650-286-3221 or jcastanha@fostercity.org. Once you complete the application you will be prompted to answer the following questions:

1. Explain what particular assets do you bring to our Fire Department that will enable you to excel as Deputy Fire Chief?
2. What is your practical role as a Deputy Fire Chief to the Fire Chief in the terms of day-to-day activities/management?