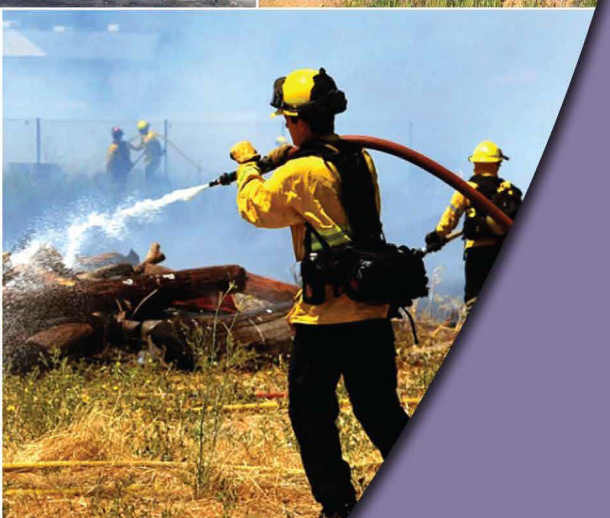
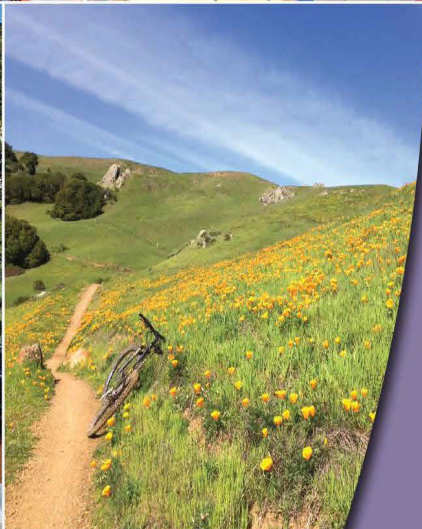
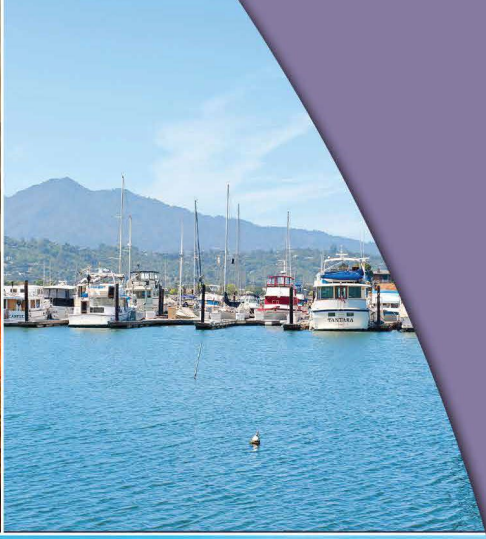


# CITY OF SAN RAFAEL, CA

INVITES YOUR INTEREST  
IN THE POSITION OF

## DEPUTY FIRE CHIEF



## THE COMMUNITY

Marin County's oldest city, San Rafael (population over 59,000) lies midway between San Francisco and California's famous wine country. San Rafael serves as the county seat and Marin's central city. San Rafael is the County's premier economic, financial, cultural and service center. As transportation hub, San Rafael is in the center of highway and transit access to west Marin, Sonoma County, the East Bay and San Francisco.

The City of San Rafael offers both a small-town atmosphere and a lively urban environment. Surrounded by open space and the bay, San Rafael is a vibrant city in an incomparably beautiful natural setting. Famous for its favorable climate, San Rafael makes a central base for taking day trips to scenic locations such as the Napa/Sonoma wine country, Point Reyes National Seashore and Muir Woods. San Rafael's many attractions include its namesake Mission San Rafael Arcángel, the landmark Frank Lloyd Wright Civic Center, Victorian architecture, a lively downtown, China Camp State Park, and more.

San Rafael has a varied and rich economy fueled by high tech, entertainment, financial, service-oriented and industrial businesses. The City is home to major employers such as Autodesk and BioMarin and offers residents and visitors alike an array of regional retailers in addition to unique local shops.

San Rafael is one of the most ethnically and culturally diverse cities in Marin County. The City's residential neighborhoods are distinctive, each with its own history, character and identity. There is a wide diversity of housing ranging from old and new homes, apartments and condos.

The City has two public school districts with nine elementary schools, two middle schools and three high schools. Dominican University, a private liberal arts college, offers undergraduate and graduate degree programs.

## THE ORGANIZATION

San Rafael was incorporated in 1874 and became a charter city in 1913. It has a City Council/Manager form of government with an elected Mayor and four elected City Council Members who serve four-year terms. The mission of the City is to enhance the quality of life and to provide for a safe, healthy, prosperous and livable environment in partnership with the community. The City's vision is to be a vibrant economic and cultural center reflective of its diversity. San Rafael has unique and distinct neighborhoods and the City desires to sustain the beautiful natural environment through informed and active residents and to be a responsive, innovative local government.

The City of San Rafael received the Helen Putnam Award for Excellence at the 2019 League of California Cities conference for their outstanding efforts to deliver services and engage residents. The award was established in 1982 and honors the League's first woman president, a dedicated public servant and Petaluma's mayor. The City received the Helen Putnam Award for its "Together San Rafael" program. "Together San Rafael" brings staff and management together to create solutions cross-departmentally, rather than through a top down approach, empowering all City employees, regardless of position or tenure, to share and implement their innovative ideas, while celebrating the innovation happening every day in the departments.

To learn more about "Together San Rafael":

<https://employees.cityofsanrafael.org/departments/together-san-rafael/>

The City of San Rafael has a staff of 412 regular employees and the annual budget for fiscal year 2021-2022 is \$128 million. Along with the Fire Department, City Departments include the City Manager's Office, Community Development Department,

The City of San Rafael offers both a small-town atmosphere and a lively urban environment.

Economic Development, Police Department, Digital Services & Open Government, Library & Recreation, and Public Works. These Departments work well together to meet the community's needs.

## THE DEPARTMENT

Founded in 1874, the mission of the San Rafael Fire Department is simply...To Help! We deliver exceptional public service from seven San Rafael neighborhood fire stations. Delivery of fire and rescue services is serious business and as such, we strive to provide the best public fire services available: a service that is capable, compassionate, predictable, and sustainable.

The San Rafael Fire Department is a full time paid/professional agency that provides all-hazard Fire/Paramedical service delivery including structural firefighting, wildland firefighting, advanced (ALS) and basic life support (BLS) emergency field care and transport, response to all types of transportation related incidents, hazardous material incident response, technical rescue response/water rescue, urban search and rescue response, marine emergency response, fire prevention, public education, and fire investigation. Along with three brand new fire station facilities, a new state-of-the-art training tower and classroom have recently been opened. All San Rafael and Marinwood fire stations utilize an engine-medic or a ladder-medic deployment model. The department serves approximately 70,000 community members across the City of San Rafael, Marinwood, and portions of Unincorporated Marin County.

Building from over a decade of community efforts to address San Rafael's aging essential public safety facilities, the City recently completed a new public safety complex for fire, police, and emergency services that is over 44,000 square feet in size. Part of the City's \$73 million-dollar investment, the new facility is in addition to newly rebuilt fire stations 52 and 57. Fire station 52 includes a new training tower and classroom. Currently, fire stations 54 and 55 are undergoing remodels which will be completed by early 2023. All new buildings are seismically safe and are modern facilities for firefighters, police officers, paramedics and dispatchers.

## THE POSITION

Under direction of the Fire Chief of the San Rafael Fire Department, the Deputy Chief (DC) plans, organizes, and directs, through subordinate officers, a major division of the fire department; and performs related duties as required.

The responsibilities and essential functions of the Deputy Chief may include, but are not limited to, the following:



- Plan, organize, coordinate, administer and direct the work of a division of the San Rafael Fire Department.
- Develop, direct, and monitor the goals, objectives, policies, procedures, and work standards for the division.
- Plan, delegate, and oversee execution of division programs and activities.
- Direct the preparation and administration of a division budget.
- Interpret department rules and regulations and MOU provisions; participate in labor negotiations.
- Prepare or review reports for city management, boards, commissions, and other organizations.
- Prepare, review, and approve reports and various correspondence.
- Counsel subordinates on performance and deficiencies.
- Identify training needs and evaluate existing training programs; develop, conduct, and observe drills and training programs.
- Make presentations at City meetings, boards, and various community meetings.
- Manage human resources.
- Delegate, coordinate and follow-up on work of subordinates.
- Respond to citizen complaints or inquiries by phone, video, email, and/or in-person.
- Direct emergency operations using fire ground strategy and tactics and Incident Command System (ICS) principles.
- Implement emergency plans and post-emergency incident evaluation.
- Participate in joint labor-management and safety committees and make recommendations to the Fire Chief.
- Administer department-wide evaluations to ensure operational readiness, pre-fire planning, equipment services, facilities maintenance, in-service training, and community relations.
- Oversight of Nurse Educator and EMS Best Practices (or similarly assigned) personnel.
- Direct supervision of Battalion Chiefs and provide occasional staffing relief in that rank, as necessary.
- Evaluates the need for new equipment and supplies and prepares and presents budget requests related to EMS and Operational needs.
- Serve as a liaison to County and Health Maintenance Organizations and Emergency Medical Services staff including the Medical Director.
- Reviews departmental Emergency Medical Services performance and effectiveness; formulates programs and/or policies to align with County and State requirements.
- Research and develop special programs and policies.
- Delegate liaison duties for other agencies and media, including requests for mutual aid in response to emergency situations.
- Drive SRFD vehicles in accordance with California Vehicle Code and SRFD regulations.
- Maintain a high state of morale through a presence of leadership, authority, and direction.
- Participation in countywide Operations Section activities and goals.
- Participate in EOC functions as needed during major emergency incidents.
- Act as and assume the duties of the Fire Chief in their absence.



## THE IDEAL CANDIDATE

The City of San Rafael is seeking a strong leader and experienced fire management professional to serve as its new Deputy Chief. The ideal candidate will be an innovative, compassionate, approachable, genuine, progressive, and outside-the-box thinker who understands fire service traditions and works well with the community while also exploring creative ways to meet the Department's mission. He or she will be someone who consistently demonstrates sound professional judgment, reasons logically, and takes a strategic approach to problem-solving. A candidate with strong time management skills who thrives in a dynamic, fast-moving environment around tight schedules and pressures will be ideal.

The San Rafael community is well engaged, and as a highly visible representative of the City and member of the City's Mid-management Team, the incoming Deputy Chief should expect to interact with community members, local and regional elected officials, and industry on a regular basis. This position, therefore, requires someone who not only commands presence, but is also a service-minded individual with integrity, excellent interpersonal skills, and the ability to connect with people at all levels.

The City is seeking a candidate with excellent oral and written communication skills to assimilate, understand, and convey information in a manner consistent with job functions. The incoming Deputy Chief will be expected to maintain effective working relationships with regional partners, administrative staff, subordinates, and the general public.

Qualified candidates would possess an Associate's degree in Fire Science, Bachelor's degree preferred; minimum of 3 years as a Battalion, Division, or Deputy Fire Chief (or any successive combination thereof). Evidence of prior/recent ALS certification or comparable demonstrated administrative experience managing a public or private transport agency is desired.

## THE COMPENSATION

The salary range for the Deputy Chief is \$13,556 - \$16,478 per month. The City of San Rafael also offers an attractive benefits package including the following:

**Retirement** – The City is a part of the Marin County Employee Retirement Association (MCERA) plan, which offers reciprocity between agencies in CalPERS (this is part of the 37 Act County System).



The position is newly created and will assist in creating upward mobility, effective span of control, and enhanced operational and administrative capacity.

### Health Insurance

The City provides health insurance through CalPERS and offers a full flex cafeteria plan which entitles the Deputy Fire Chief to purchase health benefits or receive cash-in-lieu as taxable income (up to the Employee Only contribution rate). The 2022 flexible dollar amounts (including the PEMHCA minimum) are:

Employee Only:	\$693.62
Employee + 1:	\$1,387.23
Employee + Family	\$1,803.41

**Life and Long-Term Disability Insurance** – The City provides a \$150,000 basic life insurance plan for the Deputy Chief and long-term disability coverage of \$7,500/month.

**Dental Insurance** – The City provides a dental program offering 100% coverage for diagnostic and preventative care for the Deputy Chief and eligible dependents. This plan covers up to \$1,500 per calendar year per eligible enrollee.

**Vision Insurance**- The City provides a fully paid vision plan for the Deputy Chief and dependents.

**Section 125 Plan**- Employee may elect to contribute pre-tax deductions for medical and/or dependent care.

**Vacation and Sick Leave** – Vacation leave accrual is incremental ranging from 15 to 25 days depending on years of service. Sick leave accrual for usage purposes is unlimited, however a maximum accrual of 1200 hours applies for cash-in purposes upon separation from City employment..

**Administrative Leave** – The Deputy Chief receives 10 Administrative Leave days per calendar year, plus 2 floating holidays.

**Deferred Compensation (457)** - The City offers two deferred compensation plans: Mission Square and Nationwide.

**Car Allowance** - City vehicle provided.

## TO APPLY

If you are interested in this outstanding opportunity, please visit: <https://www.calopps.org/city-of-san-rafael> to apply online.

**Filing Deadline: March 14, 2022**

**\*\*Successful candidates must be fully updated prior to appointment. Proof of COVID vaccination and booster is a condition of initial and continued appointment.\*\***

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. If you have any questions, please do not hesitate to call the Human Resources department at 415-485-3063.



EXPERTS IN EXECUTIVE SEARCH