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EXECUTIVE SEARCH

Battalion Chief
CITY OF EL CERRITO, CALIFORNIA

THE COMMUNITY

El Cerrito is in western Contra Costa County and forms part of the highly urbanized area along the eastern shore of San Francisco Bay. El Cerrito has a population of approximately 25,508 and covers an area of 3.9 square miles. It is a community of highly educated residents due primarily to the proximity to UC Berkeley and the San Francisco Bay Area high-tech economy. It is known for its temperate climate and breathtaking views of San Francisco Bay and the Golden Gate Bridge from the hillside areas.

Interstate Highway 80 passes near the western boundary of the community, while the crest of the Berkeley Hills and Wildcat Canyon Regional Park define the eastern boundary. The Hillside Natural Area is approximately 102 acres of City-owned open space in the center of the City, surrounded by residential homes. As a community adjacent to extensive wildland areas, El Cerrito contains a very high fire hazard severity zone making fire prevention a priority. The community is served by AC Transit and the Bay Area Rapid Transit (BART) system, with two stations near both the northern and southern boundaries of the city. In addition,

several other transit agencies also serve the El Cerrito del Norte BART station, providing excellent public transportation to the entire Bay Area.

The City of El Cerrito is a safe, connected, and environmentally focused Bay Area destination with vibrant neighborhoods, businesses, and public places, and provides diverse cultural, educational, and recreational opportunities for people of all ages.

THE ORGANIZATION

The City of El Cerrito was originally incorporated as a General Law City in 1917 and became a Charter City in November 2018. The City is organized as a Council-Manager form of local municipal government. The City Council consists of five members elected at large for four- year, overlapping terms. The Council selects the Mayor for a one-year term from among its members.

The City Manager is appointed by the City Council and is responsible for administration of municipal affairs. All municipal departments operate under the supervision of the City Manager. The City Council also appoints the City Attorney. The City provides police

and fire services as well as recreation, streets and roads, recycling, economic development, public improvements, building, planning and zoning, and general administrative services. Library services are provided by Contra Costa County.

The FY 2022 total budget is \$54 million, including a General Fund budget of \$39.9 million. The City's Strategic Plan serves as a valuable foundation for the budget process and key policy considerations. This plan is tied to other key planning documents and efforts including the General Plan, San Pablo Avenue Specific Plan, Climate Action Plan, and Economic Development Action Plan. To view the most recent Strategic Plan, visit: www.el-cerrito.org/strategicplan.

THE DEPARTMENT

The El Cerrito-Kensington Fire Department is a full-service fire agency composed of 37 personnel providing a full range of fire prevention, fire suppression, and advanced emergency services. The FY 2022 budget is \$12.3 million, with most allocated for salaries and benefits.

The Department is managed by a Fire Chief and four Battalion Chief positions, each overseeing one of the Department's four divisions: Fire Prevention, Fire Operations, Support Services, and Training/CERT.

The Department staffs three fire stations, one of which serves the community of Kensington through a service contract. The Department operates three type I engines, cross staffs two type III engines, and one truck. The Department also has OES #413, an apparatus owned by the State of California and provided to the City to be staffed and respond to any emergency within the State under a statewide mutual aid agreement. The Department responds to over 3,500 calls for service each year.



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The Department's mission is to enhance community safety by:

- Reducing the loss of life and property while safeguarding the environment by effectively responding to fire, rescue, and medical emergencies, hazardous material incidents, and major disasters



- Helping members of the community reduce the frequency and severity of these emergencies by providing public education programs
- Reducing threats to public safety by enforcing laws, codes, and ordinances covering fire and life safety and by abating identified fire hazards on City, private, and other agencies' property
- Maintaining personnel, apparatus, equipment, and facilities in a constantly ready condition

THE POSITION

The City of El Cerrito is seeking an experienced fire professional to take on a leadership role in its highly trained and well-regarded Fire Department. This Battalion Chief position oversees the Fire Prevention Division, serving as the Fire Marshal. The Battalion Chief reports directly to the Fire Chief and exercises direct supervision over supervisory, professional, and technical staff. The Battalion Chief also is responsible for delivering presentations

to community groups, governmental agencies, and the City Council. The Battalion Chief is an exempt position. The Department expects to hire an additional candidate to fill a second Battalion Chief vacancy overseeing the Training/CERT Division. For a complete description of this second position, visit: <https://tinyurl.com/d6jk8rzu>.

THE IDEAL CANDIDATE

The ideal candidate is a highly motivated, forward-thinking individual who has a strong technical understanding of fire prevention and fire marshal duties, including the application of the California Fire Code to building plans as the City is experiencing a wave of new construction. The selected candidate must also be skillful at assuming command at emergency scenes and making sound decisions. The incoming Battalion Chief must have the ability to work seamlessly with a diverse group of residents, businesses, and stakeholders while able to problem solve effectively when needed. The new Battalion Chief will be a key member of the leadership team, skilled in supervisory and interpersonal skills, demonstrating their ability to work collaboratively with all levels of the organization. A high level of computer, writing, and presentation skills is necessary.

EXPERIENCE AND EDUCATION GUIDELINES

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

knowledge and abilities would be:

EXPERIENCE: Five years of responsible fire suppression experience including two years as a Fire Captain.

EDUCATION: Associate degree in Fire Science, Public Administration, or a related field. Bachelor or Master's degree is highly desirable.

REQUIRED AT TIME OF APPOINTMENT

- Valid Fire Officer Certificate
- Possess and maintain a valid EMT-D Enhanced certificate
- Possession or ability to obtain an appropriate valid driver's license.

HIGHLY DESIRABLE TRAINING:

- S-290 Intermediate Wildland Fire Behavior
- S-230 Crew Boss Class
- S-231 Engine Boss Class
- S-270 Basic Air Operations
- ICS-400 Advanced Incident Command System



Appointment to the staff position of Fire Marshal may require: OSFM Fire Inspector I and II certification or two years related experience in fire inspections, prevention and requirements for existing and new life safety systems and hazardous materials operations and processes, and OSFM Fire Marshal certification or two years related experience in community relations, fire and safety education, fire investigation management, risk reduction and regulator management.

THE COMPENSATION

The annual salary range for this opportunity is from \$134,694 to \$168,708* (*control point) and appointment will be made depending upon the qualifications and experience of the selected candidate. In addition, the following benefits are provided:

- CalPERS retirement:
- Classic: 3% @ 50 Safety Member
- PEPR: 2.7% @ 57 Safety Member
- Medical/Dental: Paid for by the City up to family coverage; Cash in Lieu option available at \$350/month (rate for new hire)



SEARCH SCHEDULE

Filing Deadline	September 27, 2021
Preliminary Interviews	September 28 - October 12, 2021
Recommendation of Candidates	October 13, 2021
Finalist Interview Process	Week of October 18, 2021

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

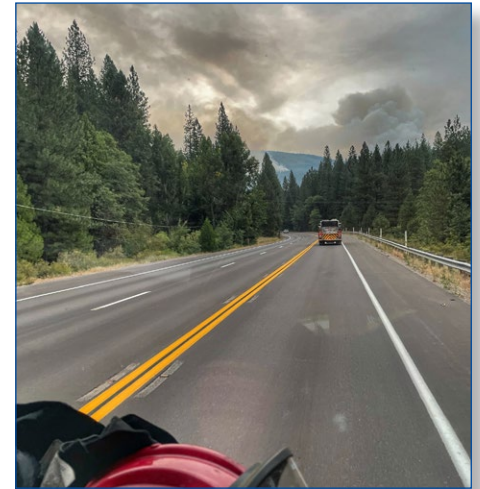
- Basic Life Insurance: equal to annual salary, up to \$100,000
- Short/Long Term Disability - paid by City
- Voluntary benefits included: Supplemental Life Insurance, Deferred Comp Plans, Flexible Spending Accounts (FSAs)
- Other Wellness Benefits: Employee Assistance Program
- City paid contribution of \$300/month Health Savings Plan
- 12 Holidays + 1 birthday holiday
- Administrative leave of up to 80 hours per year
- Sick Leave - 24 hours per month
- Uniform allowance of \$1000 per year
- Tuition reimbursement up to \$1000 per year for work-related studies

Safety members do not pay into Social Security.

Leave benefits described above are for the Battalion Chief Fire Prevention position. For additional detail on benefits for both Battalion Chief positions, including vacation accruals, please review the Battalion Chief Unit MOU: <https://tinyurl.com/23tmm9ej>.

ADDITIONAL INFORMATION

Battalion Chief job specification: <https://tinyurl.com/3ma9cmuz>



THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please submit your cover letter and resume (including month/year of employment) via our website:

Peckham & McKenney
www.peckhamandmckenney.com

Please do not hesitate to contact Diana Bishop at 408-800-7653 for questions regarding this position or the recruitment process.



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