



THE CITY OF REDWOOD CITY INVITES APPLICATIONS FOR:

BUSINESS MANAGER

**Fire Department
#25A-46**

SALARY:
\$13,328.20- \$15,994.87 Monthly

**Closing: August 24, 2025, at
11:59pm**
(Opened: Friday, July 25, 2025)

***Interested in joining the
Redwood City team?***

Submit your application via
www.CalOpps.org by August 24, 2025.
*A City application including cover letter,
resume and supplemental questionnaire is
required.*

Selection Process
In person Oral Board interviews tentatively
scheduled for
Wednesday, September 10, 2025.

Please note this examination process will
consist of at least one oral board interview
process to establish an Eligible List for both
current and future vacancies citywide within
other departments such as police.

Candidates with a disability, which may
require special assistance in any phase of the
application or selection process, should advise
the Human Resources Division upon submittal
of application.

All applications will be reviewed for
completion, relevant education, experience,
training and other job-related qualifications.
Those who best meet the stated qualifications
and requirements for the position will be
invited to participate in the selection process.
The specifics of the selection process will be
communicated to those selected candidates.
The Fire Chief will make the final appointment.



WHY JOIN THE REDWOOD CITY TEAM?

We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, flexible work schedules, paid time off, and robust benefits. The Redwood City team is guided by the [core values](#) of *excellence, service, inclusion, integrity, collaboration, and innovation*. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, risk-taking, empowerment, and effective communication.

The community is known for its inclusivity, strong engaged neighborhoods, and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community and diversity, makes Redwood City an extraordinary place to work and call home. If you're looking to grow your career as a part of a professional and progressive Fire Department that fosters innovation, creativity and collaboration, we hope you'll apply.

THE REDWOOD CITY FIRE DEPARTMENT

Includes seven fire stations housing seven engines, one truck, one fire chief and currently has over 95 staff members including firefighters, firefighter/paramedics, two deputy fire chiefs, captains, battalion chiefs, fire prevention staff, training staff, and administrative staff.

Mission Statement

To protect life, property, and the environment from fire, medical, disaster, and hazardous materials related incidents through emergency mitigation, public education and code enforcement.

Commitment

To deliver high quality, professional and effective customer service.

THE POSITION OF BUSINESS MANAGER

Under the general direction of a department head, functions as a division head and provides complex administrative support; provides direct and indirect supervision; represents the department on administrative support matters involving other departments and agencies; provides broad-based technical assistance with fiscal, budgetary, grant and policy issues; researches, analyzes, and prepares financial forecasting, administrative and technical reports; performs a variety of delegated assignments; and performs related work as required.

Some Duties You'll Enjoy

- Participates in the development and implementation of goals, objectives, policies and priorities of the department.
- Plan, direct, supervise and coordinate the activities of department personnel in providing technical and support services.
- Researches, compiles, analyzes and evaluates general and statistical information regarding the department and its operations.
- Formulate rules, procedures and policies for the department and ensure adherence in accordance with City policies, goals and objectives.
- Prepare, administer and maintain the department budget, including forecasting future needs as well as monitoring and controlling expenditures.

BUILD A GREAT COMMUNITY TOGETHER



BENEFITS

The successful candidate will enjoy the following benefits for the CONFIDENTIAL GROUP:

- **Public Employees Retirement System: (PERS).** New members join 2% at age 62; current members join 2% at age 60.
- **Health Insurance:** The City pays 90% of premium, up to \$2,461.99/Month in 2025.
- **Dental Insurance:** City paid 90% premium
- **Vision Insurance:** City paid 90% premium
- **Life Insurance**
- **Long Term Disability**
- **Employee Assistance Program**
- **Vacation leave:** 10-25 days per year
- **Sick leave:** 12 days per year
- **Paid holidays:** 15 days per year
- **Bereavement Leave:** Up to 5 days per year
- **Fitness center:** access at City facilities
- **Education Reimbursement program:** \$2,000
- **Deferred Compensation Plan (457)**
- **Commuter program** available (6-minute walk from Caltrain) City matches up to \$100/month on commuter expenses.



- Prepare and monitor service agreements and contracts for the division.
- Lead or support grant application efforts Cal OES & US&R reimbursement processes and tracking of fire-related funding programs.
- Confer with stakeholders and the public and City officials on concerns with services rendered. Identify service needs and priorities. Identify future needs and growth trends of the department.

To review the complete job description please click: [Business Manager](#)

THE IDEAL CANDIDATE

Will embrace the City's emphasis on excellent customer service, will be detail-oriented and able to manage multiple tasks; have the ability to supervise, professional, technical and clerical staff. Will demonstrate the ability to plan, organize and direct administrative division activities, including finance and budget administration, inter-divisional projects and operations, and grant administration. The ideal candidate will have experience in managing complex budgets, contracts, and operational functions in a fire or public safety setting. The candidate will demonstrate a combination of great technical skills as well as exceptional leadership skills with the ability to oversee the Administrative Division to ensure established operational goals are met. Possesses excellent written and oral communication skills, with the ability to prepare and present reports to the fire chief, city staff, and other agencies.

MINIMUM QUALIFICATIONS:

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

Experience

Three years of supervisory or management experience. Experience working with a municipal budget, accounts payable/receivable, and demonstrated ability to work with financial and budgeting software are highly desirable.

Training & Education

Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field, or four or more years of practical experience working in public sector management or administration.

Licenses & Certificates

Possession of or ability to obtain a valid California Class C driver license.

Knowledge of:

- Local government organization and administration.
- Technical and administrative phases of record keeping, property control and communications.
- Leadership and management principles and practices, including goal-setting, program development, implementation, evaluation, project management, and policy/program analysis; applicable Federal, State, and local environmental laws and regulations.
- Best Practices in cross-sector, multi-agency partnerships; strategies in effective communications, engagement, and change management; principles and practices of division budget and personnel management; and recent and ongoing developments.



- Techniques for providing a high level of customer service by effectively dealing with the public, contractors, and City staff; making presentations and public speaking.

Ability to:

- Supervise, train, coach, and evaluate management, professional, technical, and clerical staff; interpret and explain policies and procedures; independently organize work.
- Set priorities, meet critical deadlines, and follow up on assignments; prepare and administer an operating budget; analyze complex data and make decisions accordingly.
- Negotiate and manage professional consulting services contracts; explain City practices and objectives to appropriate public and private agencies, organizations, and individuals.
- Identify and incorporate stakeholders in department initiatives as appropriate; effectively use computer systems and software applications to problem-solve and implement creative solutions.

Special Requirements:

Essential duties require the following physical abilities and work environment: Ability to work in a standard office environment with some ability to travel to different locations.

A City application and supplemental questionnaire is required. Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

- Criminal History Check
- DMV Check
- DOJ fingerprint check
- Reference check

Note: Internal candidates may be required to complete the above-mentioned requirements.

Special Instructions: A City application, resume, cover letter and responses to the supplemental questions are required. Applications must be filled out completely. Failure to complete the application and supplemental questions will disqualify the applicant from the recruitment process. Failure to list work experience, education or training or stating "See Resume" in the work experience section of the application will be considered an incomplete application and subject to disqualification. Resumes must be attached separately, but resumes will not be accepted in lieu of a City application.



**CITY OF REDWOOD CITY – BUSINESS MANAGER FIRE DEPARTMENT
SUPPLEMENTAL QUESTIONS
BUSINESS MANAGER #25A-43**

1. Please describe your experience related to public employee supervision, training, and appraisal. Please include the name of the employer, number of personnel you supervised, the duties you had, and the amount of years or and/or months of gained experience in your description
2. Please describe your experience related to government financial and budgetary management, working with budget software (such as Oracle Planning and Budgeting Software, OpenGov.com or similar software), scope of budgets managed, and your role in budget preparation.
3. Please describe your experience with fire records keeping and management, general fire administrative operations, and fire business management.

[The City of Redwood City is proud to be an Equal Opportunity Employer!](#)

The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire. Any provisions contained in this bulletin may be modified or revoked without notice.