



## The City of Mt. Shasta Fire Chief

**The City & Community:** The City of Mt. Shasta is located in far Northern California, sixty miles south of the Oregon border at the base of majestic Mount Shasta. The Shasta Trinity National Forest surrounds the community. Several lakes, miles of rivers and streams, and thousands of acres of back country provide an outstanding environment for many summer and winter outdoor activities.

The community offers the best of family-oriented small-town living, with a sophisticated, engaged, and generous citizenry, many active social organizations and service clubs, a low crime rate, award winning water, and clean, invigorating mountain air. These attributes, coupled with ideal recreational opportunities and multiple annual community events, create an unrivaled and distinct quality of life. Residents and visitors enjoy Mt. Shasta's eclectic population and diverse lifestyles, and the musical, artistic, and spiritual self-expression that Mount Shasta inspires.

Mt. Shasta also offers a wide range of services, conveniences, and resources one would expect to find in larger communities. It has excellent health care facilities and services and a major hospital, plus multiple alternative healing and health maintenance services and practitioners. Mt. Shasta's K-12 schools are also highly rated. Several highly rated charter schools are also available. College of the Siskiyous, located only ten miles north in the City of Weed, offers an outstanding and a widely diverse, rich community college experience and curriculum. Mt. Shasta's exquisitely quaint downtown also offers a diverse tapestry of businesses and shops, and many other shopping opportunities are located throughout the community.

Mt. Shasta is a full-service General Law City, incorporated in 1905. It currently has 3,268 residents, although the population of its sphere of influence is approximately 7,000. The City operates under a Council-Manager form of government. The City's \$8.5 million annual operating budget provides a full range of public services, including police and fire protection, public works, water and wastewater utilities, and planning and building.

**The Position:** Under the direction of the City Manager, the Fire Chief plans, participates in, directs, and reviews all functions and activities of the Fire Department; provides for emergency medical, fire suppression and fire prevention services; has a thorough knowledge of the principles and practices of fire prevention, suppression, containment, rescue, clean-up, and salvage, as well as fire scene investigation techniques and practices and techniques of hazardous materials response, containment and clean-up; is responsible for budget development and program direction; composes special reports, press releases and other publications concerning fire services and preparedness; develops and implements policies; and assures compliance with federal, state, and local regulations. The Fire Chief provides leadership and direction to meet City goals and coordinates with other service areas, agencies, boards, commissions, and the public.

**The Ideal Candidate:** The Fire Chief is a working department head who must be more than an expert and experienced firefighter, they must also be a skilled administrator, tactful leader, and constructive mentor. A comprehensive understanding of budgets, funding sources, and long-range

financial planning will be expected. The Fire Chief must maintain and build upon the Department's environment of mutual respect and credibility at all levels and exemplify the critical importance of training, mentorship, and continuous improvement. The ideal Chief will build the trust of staff and the community and will be committed to promoting collaboration and teamwork throughout the organization. The new Chief will have experience and sound judgement in problem solving and decision making, with a track record that reflects inclusivity and an openness to seeing things from new perspectives. The Fire Chief will be expected to be active and visible in the community, serving as a credible ambassador of the City to community groups, professional associations, outside agencies, as well as external and internal stakeholders.

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. The typical candidate will have a bachelor's degree in fire science, public administration, or related field and (2) two years of municipal, managerial experience in fire service. A valid California Class B driver's license, First Responder and CPR/AED certificates, State Fire Officer certificate, and California State Fire Marshal (CSRM) Firefighter I and II certificates are required.

**Compensation & Benefits:** The current salary range is \$5,377 to \$5,915 per month. Benefits include a generous City contribution to a Cafeteria Plan with family medical coverage that includes a City funded health savings account, vision, and dental, and supplemental insurance. The position receives P.E.R.S. 2.7% at 57 (new members) or 2% at 50 (classic members) retirement plan, 12 holidays per year (96 hours), sick leave (8 hours/month), bereavement leave (40 hours), administrative leave (40 hours), and vacation days, which accrue monthly at a rate that increases with tenure (80 to 160 hours). The City also has several employee-funded deferred compensation plans available.

**How to Apply:** Interested applicants can obtain a job description and application from City Hall by phoning 530-926-7510 or on the City's website at [www.mtshastaca.gov](http://www.mtshastaca.gov) under Human Resources. Applications and resumes must be submitted to City Hall, Attn: Human Resources at 305 N. Mt. Shasta Boulevard Mt. Shasta, CA 96067 or by email to [jpolk@mtshastaca.gov](mailto:jpolk@mtshastaca.gov) or by fax at (530) 926-1342. The position is open until filled, with the first review anticipated to take place on December 27, 2021. Resumes will not be accepted without a completed application.

The final candidate must successfully pass a pre-employment background check and drug screen.