

THE ST. CLOUD FIRE DEPARTMENT
IS SEEKING QUALIFIED APPLICANTS
FOR THE POSITION OF

DEPUTY FIRE CHIEF



CITY OF
ST.CLOUD
MINNESOTA



FIRST REVIEW SUBMITTAL

MAY 17, 2024

320-650-3500

1201 7TH STREET SOUTH
ST. CLOUD MINNESOTA
56303



WWW.CI.STCLOUD.MN.US

V. 4/11/24



ANNOUNCEMENT

NEW POSITION - The St. Cloud Fire Department is expanding our operation by adding an additional Deputy Fire Chief position. This position may be assigned to oversee the Operations Branch or Support Services Branch of the department, based on the successful candidate's strengths.

OUR COMMUNITY

Located in the heart of Minnesota, on the banks of the Mississippi River, St. Cloud is approximately 70 miles northwest of Minneapolis-St. Paul and serves as a hub for commerce in Central Minnesota. St. Cloud is situated in the world-famous Lakes Region, and is one of Minnesota's fastest growing metropolitan areas, with a daily influx population of over 190,000, including thousands of students on the campus of St. Cloud State University. St. Cloud is recognized by Forbes Magazine as one of the best places in the country to live and do business. Our community's central location in the state has fostered a diverse, vibrant economy based on manufacturing, agriculture, national and international industry, and retail sales and services. With a colorful art scene, hundreds of restaurants and shops, exceptional recreational opportunities and welcoming business climate, St. Cloud is a coveted place to live and work. Housing choices in St. Cloud cover the entire spectrum, from upscale rentals and condominiums to quiet tree-lined neighborhoods, executive housing, and rural homesteads. Best of all, the price of housing and other cost-of-living elements are pleasantly affordable, so residents are able to get more value for every dollar.

OUR FIRE DEPARTMENT

The St. Cloud Fire Department is a full-service, fully-career organization currently operating out of five fire stations. We have a motivated team that enjoys strong external stakeholder support within the community, quality equipment, and ongoing training for excellence.

Located in the heart of downtown St. Cloud, Fire Station 1 serves as the department's headquarters, housing our prevention services, administration, training and education services, and fire apparatus maintenance, in addition to housing three full-time emergency response units. Our crews staff stations 24 hours a day, 7 days a week, which allows for a quality response anywhere in the city.

Our emergency units respond to over 8,600 incidents per year. The St. Cloud Fire Department also provides hazardous materials incident response. Our Chemical Assessment and Emergency Response Teams provide primary coverage for eleven counties in central Minnesota. The St. Cloud Fire Department offers quality Emergency Medical Services to ensure the highest level of care is provided by the closest unit responding. Additional services provided by the St. Cloud Fire Department include:

- Airport rescue and firefighting
- Confined space rescue
- Extrication and complex rescue services
- Fire inspection and plan review
- Ice and water rescue
- Public fire education
- Technical and high-angle rope rescue





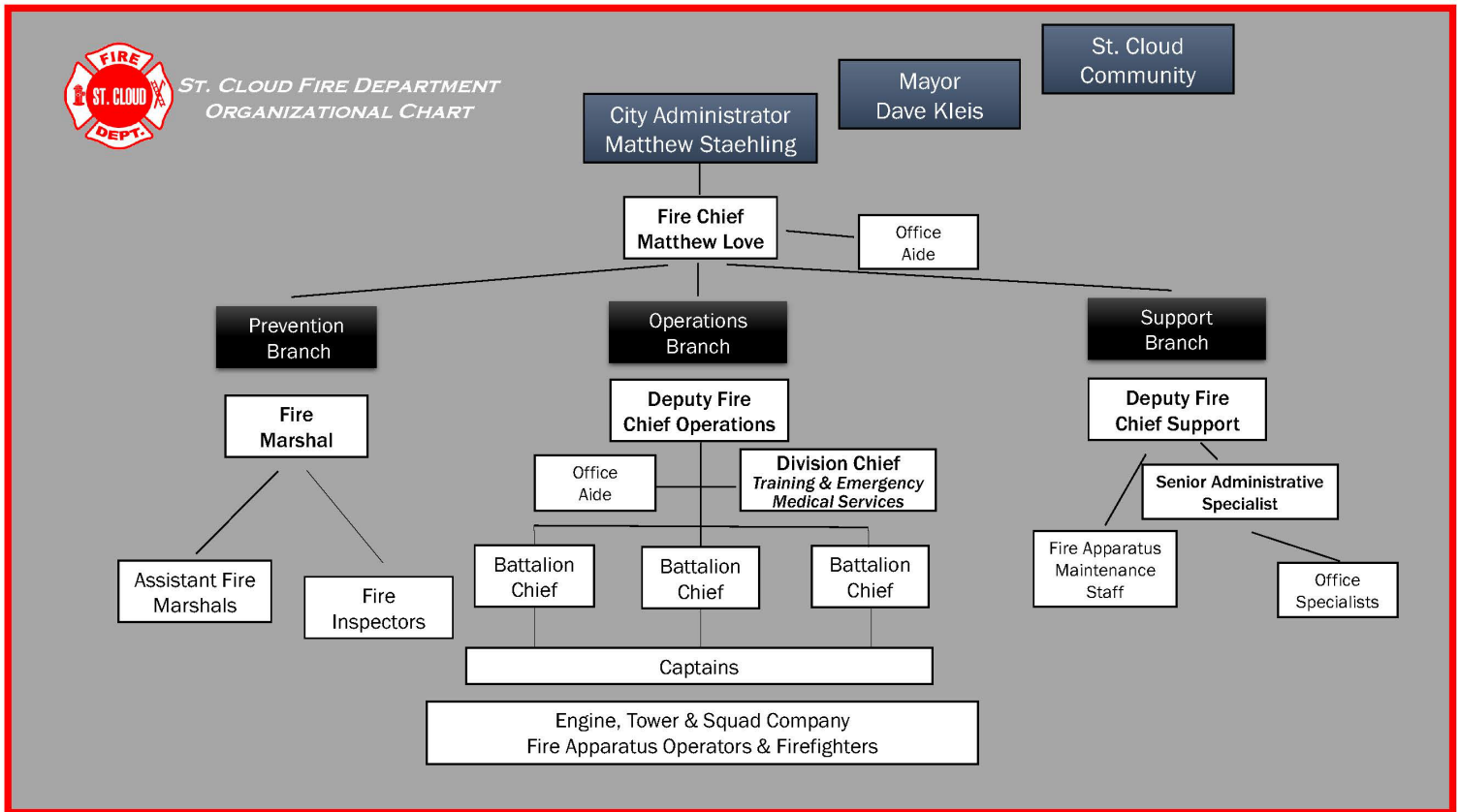
ORGANIZATIONAL STRUCTURE

Although the St. Cloud Fire Department provides many traditional emergency and non-emergency services, we also provide many enhanced services to best cater to the unique nature of our community.

We are proud to offer fire response, as well as emergency medical response and specialty services, to the citizens and visitors of our area. By offering these services, we can achieve faster emergency medical response and patient care times, as well as increased fire suppression capability.

The St. Cloud Fire Department incorporates a 2024 personnel allocation model using approximately 85 positions, which includes our emergency response personnel, safety and prevention team, and our administrative and support members.

Fire Prevention	4
Firefighters	36
Fire Apparatus Operators	15
Captains	18
Administrative & Support Staff	5
Battalion Chiefs	3
Division Chiefs	1
Deputy Chiefs.....	2
Fire Chief	1
Total Personnel.....	85





OPERATIONS BRANCH

The Operations Branch manages all operational aspects of the organization, including emergency response. The Operations Branch is overseen by the Deputy Fire Chief of Operations, who works closely with operational and administrative staff to execute the operational mission of the organization. This includes response to emergency incidents, as well as non-emergency activities of our crews. Also incorporated in the Operations Branch is our Training Division.



TRAINING DIVISION

The St. Cloud Fire Department Division Chief of Training coordinates and manages all initial, ongoing, and advanced-level training. This includes development programs for the Firefighter, Fire Apparatus Operator, and Fire Officer. This division also manages all State and nationally required certifications. The Training Division coordinates promotional processes, hiring processes, and major incident reviews for the organization and other involved emergency service agencies.

SUPPORT BRANCH

The Support Branch manages many of the administrative and logistical aspects of the organization. The Support Branch is overseen by the Deputy Fire Chief of Support, who works with internal and external staff to support the mission of the organization. Our administrative team manages everything from payroll and accounts payable, to budgeting and forecasting finances many years in advance. This Branch provides support to all programs and divisions through document and policy management, purchasing processes, and budgeting. Also incorporated in the Support Branch are our fleet maintenance services.

PREVENTION BRANCH

Our Prevention Branch provides all prevention, community education, risk reduction, and code enforcement to our community. This includes fire and life safety inspections, fire investigations, as well as plan reviews. This branch also provides a variety of community outreach functions to educate our community, keep children safe in our schools, provide community information services, and much more. This Branch houses the Fire Marshal, which oversees a team of Assistant Fire Marshals and coordinates with the City of St. Cloud Building Department.

OFFICE OF THE FIRE CHIEF

The Fire Chief oversees all branches, divisions, and programs of the department. The Fire Chief works closely with the Mayor and City Administrator to cohesively achieve the city and fire department's mission. The Fire Chief also serves as a member of the city's Executive Leadership Team, working with city department heads, administrative staff, and legal counsel on city-wide initiatives. The Fire Chief serves as the fire department's figurehead and Chief Public Information Officer.



CITY OF

ST.CLOUD 

MINNESOTA

FIRE/EMERGENCY SERVICES

Hello, and thank you for your interest in the St. Cloud Fire Department! Our team is excited to be expanding our senior leadership and adding an additional Deputy Fire Chief position. We hope the information in this package will be a valuable resource for you to learn about our organization, and if is a position you believe is the right fit for you.

As we conduct the search for an additional Deputy Fire Chief, we are committed to finding the right fit personally and professionally. Our department is a proud family, who functions with a true and genuine focus on internal and external customer service.

The ideal candidate for this position will focus on building relationships throughout our team and community. This individual will demonstrate a heart for service through a leadership and management philosophy which guides value-based decision-making. Our team maintains high moral and ethical character, supporting our leaders and decision-makers to achieve our mission, vision, and values. Our new Deputy Fire Chief embraces these values, coupling them with an executive skillset to achieve our mission and refine models of continuous improvement.

The St. Cloud Fire Department is proudly focused on providing the highest quality service to our community. This concept is embraced by our members, as we continually surface enhancements to service delivery in our daily actions. We seek a Deputy Fire Chief who shares this focus and is committed to living it.

Though we highly value qualifications and professional competency, we also hold in high regard an individual of compassion and sincere dedication to service.

Thank you again for your interest in becoming a member of our team!



Matthew R. Love
Fire Chief



THE POSITION OF DEPUTY FIRE CHIEF

The St. Cloud Fire Department Deputy Fire Chief serves as a member of the Fire Department's Senior Leadership Team. The Deputy Fire Chief aids the Fire Chief in providing leadership to the Fire Department staff and helps the Fire Chief define, establish, and attain overall goals and objectives of the Department. The Deputy Fire Chief is responsible for the day-to-day operations of their assigned area and performs complex, technical, and analytical work involving budgeting, planning, and program evaluation.

The Deputy Fire Chief is responsible for engaging in political and community-based problem-solving strategies, as well as working with other senior city officials regularly.

The Deputy Fire Chief may be assigned to any of the department's organizational branches, divisions, or programs. Examples of duties include:

- Developing priorities and strategic implementation of new and existing activities.
- Representing the department and city in public forums, the news media, and with government agencies, fostering cooperation and support.
- Overseeing technical operations of the department and maintaining compliance systems for legal and financial components.
- Making recommendations to the Fire Chief regarding current and future operations of the department.
- Managing personnel performance, labor relations, and policies.
- Establishing and monitoring progress of short- and long-term plans.

See the Deputy Fire Chief Job Description for further information



Minimum Qualifications

- Nine (9) years of full-time fire department experience, with at least two (2) years at the rank of Fire Captain (or equivalent) or above.
- Valid Minnesota Driver's license or ability to obtain one that is unrestricted except for corrective lenses.
- International Fire Service Accreditation Congress (IFSAC) Fire Officer II Certification.
- In accordance with Minnesota Statutes 299N.05, possess a valid Minnesota Fire Fighters License, or ability to possess within one (1) year of employment.
- Valid Minnesota Emergency Medical Responder/First Responder Certification or equivalent or ability to complete within one (1) year of employment.
- Associate degree or higher in Fire Science or a related field demonstrated to be applicable in this position.

Desirable Qualifications

- Bachelor's degree in Fire Administration, Fire Science, or other related field demonstrated to be applicable in this position or a combination of equivalent experience, education, skills, and performance.
- Master's degree in Fire Administration, Fire Science, or other related fields.
- Graduate of the National Fire Academy's Executive Fire Officer Program, National Staff and Command School or a similar executive command-level training program.
- Center for Public Safety Excellence Chief Fire Officer Designation.



COMPENSATION AND BENEFITS

The City of St. Cloud is offering a competitive compensation package to the selected candidate which is dependent upon experience and qualifications.

- **The annual estimated total Deputy Fire Chief Compensation Package range for 2024 is valued at \$160,031 to \$197,860.**
Please see correlating documents for pay rates. The Above Includes: Base Salary, Family Health, Dental, & Retirement Contributions.
- **Base Pay:** The 2024 base Deputy Fire Chief salary range is \$109,839 to \$147,668.
- **Employee and Family Healthcare:** The city is proud to provide a compensative healthcare package which includes single insurance covered 100% by the employer and family covered 90%. Additional health & dental information is available upon request. Family health insurance premiums are valued at an average of \$26,251 annually. Many voluntary benefits, including disability and flexible spending accounts, are also offered.
- **Retirement:** An excellent retirement pension plan is provided by the city through the Public Employee Retirement Association (PERA). The employee contributes 11.8% of wages, and the city contributes 17.7% of gross salary, equaling a total contribution of 29.5%. Additional retirement plans are available in the form of a 457 Deferred Compensation Plan, as a deduction from pay.
- **Paid Leave:** Vacation, Sick Leave, Personal Days and Holiday Pay can be found in the applicable Employment Guide.
- **Education, Development and Training:** Education, development, and training is encouraged by the department and may be funded for the employee through an Education Plan.

Further benefit and salary information, as well as position descriptions, are available upon request.

This document does not facilitate an agreement, promise, or guarantee regarding its contents.





THE APPLICATION PROCESS

To apply, please submit a fully completed City of St. Cloud Employment Application, Deputy Fire Chief Applicant Supplemental Questionnaire, and resume.

Applications and the Deputy Fire Chief Applicant Supplemental Questionnaire are available online at www.ci.stcloud.mn.us, and at the City of St. Cloud Human Resources Office, located within the St. Cloud City Hall at 1201 7th Street South, St. Cloud, Minnesota 56301.

The position may remain open until filled and a sufficient number of candidates can be evaluated; however, to be considered in the next round of applicants, submissions must be received by **4:00 pm Central Standard Time, on May 17, 2024**. Submittal of documents can be via e-mail, US Postal Service (or equivalent), and in person. To apply online, please send your completed application documents to hr@ci.stcloud.mn.us.

Applications will be screened as they are received. All application information will remain confidential and references will not be contacted until finalists are chosen, except where the law prohibits.

PROCESS SPECIFICS

Candidates who successfully meet all requirements will be contacted and invited to the assessment process.

The tentative assessment process includes a virtual interview and on-site assessments.



Persons needing an accommodation to apply should contact our Human Resource Department at (320) 255-7200. Equal Opportunity Employer/Drug-Free Workplace/At-Will Employer/Veterans Preference

St. Cloud Fire Department



www.ci.stcloud.mn.us



ST. CLOUD FIRE DEPARTMENT



101 10th Avenue North
St. Cloud, Minnesota 56303
320.650.3500 · www.ci.stcloud.mn.us



Deputy Fire Chief Applicant Supplemental Questionnaire

The following supplemental information may be used as a scored evaluation of your knowledge, skills and experience. Be certain that the choices you make correspond to the information you have provided in your application and resume. You may also be asked to demonstrate your knowledge and skills in a work sample or during an interview for this position. By completing this supplemental questionnaire, you are attesting that the information you have provided is true and accurate and providing the City consent to confirm the information provided. Information provided may be reviewed by the hiring manager. Any misstatements or falsification of information may eliminate you from consideration or may result in dismissal. By signing below, you understand and agree to these conditions.

Name: _____
Printed Signature Date

Qualifications

- 1. Do you hold a valid Minnesota Driver's license that is unrestricted except for corrective lenses?
 Yes No
- a. If you do not hold a valid Minnesota Driver's license, are you aware of anything which would prohibit you from obtaining one that is unrestricted except for corrective lenses?
 Yes No

Education

- 2. Do you possess an Associate degree or higher in Fire Science or a related field demonstrated to be applicable in this position?
 Yes No

Certification

- 3. Do you have an International Fire Service Accreditation Congress (IFSAC) Fire Officer II Certification?
 Yes No
- 4. In accordance with Minnesota Statutes 299N.05, do you possess a valid Minnesota Fire Fighters License?
 Yes No
- a. If you do not possess a valid Minnesota Fire Fighters License, are you aware of anything which would prohibit you from obtaining one within one (1) year of employment?
 Yes No

5. Do you hold a valid Minnesota First Responder Certification or equivalent? Yes No

a. If you do not hold a valid Minnesota First Responder Certification or equivalent, are you aware of anything which would prohibit you from obtaining one within one (1) year of employment? Yes No

Experience

6. Do you have at least nine (9) years of full-time fire department experience? Yes No

7. Do you have at least two (2) years of experience at the rank of Fire Captain (or equivalent) or above? Yes No

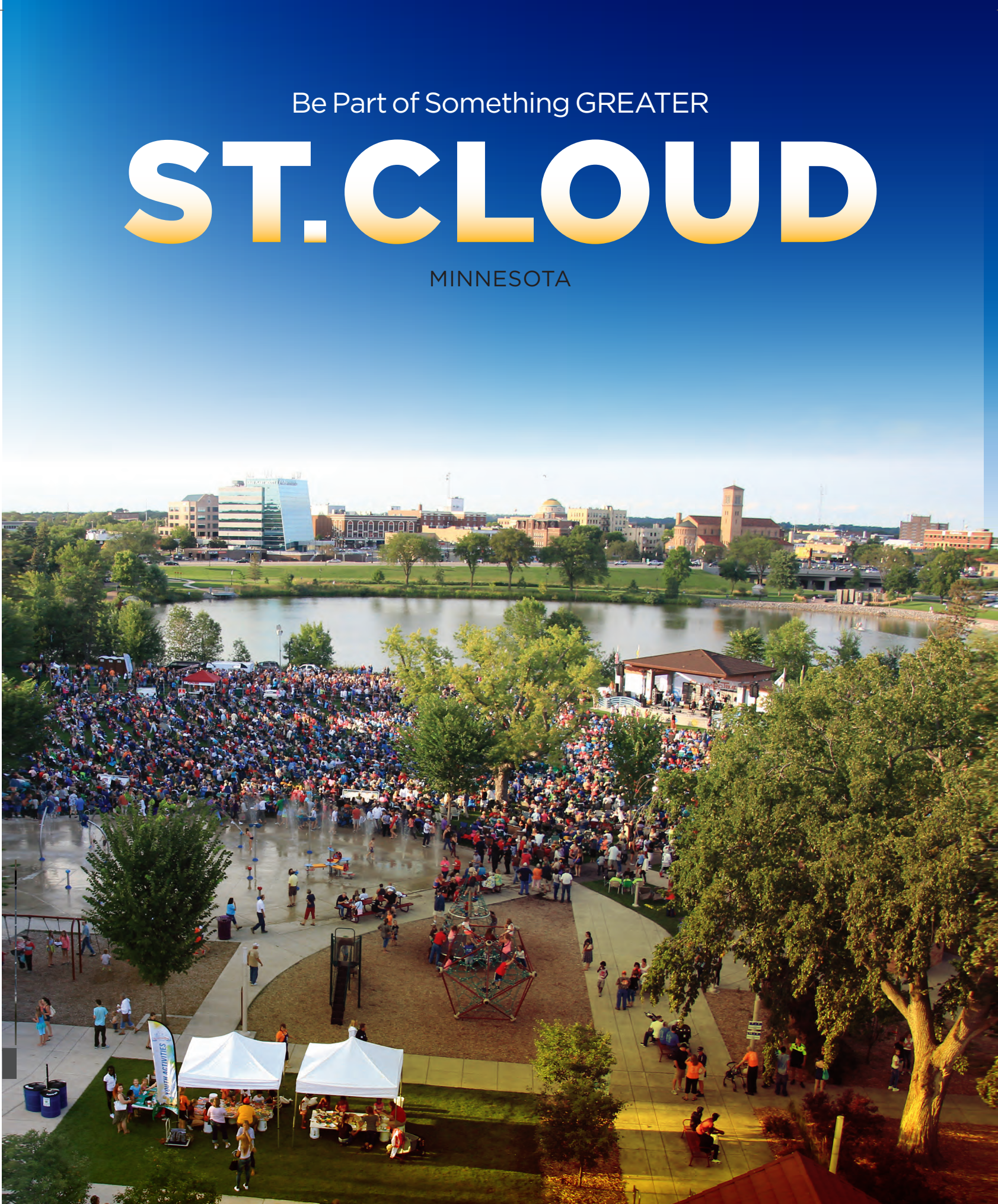
Additional Information

8. Please describe what makes you an ideal candidate to be a St. Cloud Deputy Fire Chief.
Response should be between 400 and 700 words.

Be Part of Something GREATER

ST. CLOUD

MINNESOTA



GREATER Living Community Education Business Health Care Employers

“If you’re seeking a city that is ‘just the right size,’ then look no further than St. Cloud.

As the 8th largest city in Minnesota, we deliver urban perks in a welcoming, college-town setting along the mighty Mississippi River. Centrally and conveniently located in the heart of the Midwest, we boast big city business, amenities, and entertainment, balanced by the comforts and support of a smaller community. You’ll get the best of both worlds in St. Cloud!”

MAYOR DAVE KLEIS



> GREATER LIVING

- ✦ **Best Hockey Town in America**
#8 of 123 U.S. cities *SmartAsset.com*
- ✦ **Most Exciting Place to Live in MN**
#5 of 10 MN cities *Movoto.com*
- ✦ **Most Vibrant Arts Community in America**
#16 of 900 U.S. cities *National Center for Arts Research*
- ✦ **Most Liveable City in the World**
#75,000 - 150,000 Population Category *LiveCom*

We love Midwest living. You will too! Make it the perfect community to put down your roots.

Explore and enjoy St. Cloud's outstanding recreational opportunities, friendly neighborhoods, historic downtown, beautiful parks, vibrant arts scene, and unique restaurants and shopping experiences.

Our convenient location on I-94 and Highways 10, 15, and 23 — only 70 miles from Minneapolis/St. Paul International Airport — makes it an easy destination for your out-of-town guests.

Munsinger Gardens and Clemens Gardens are two distinct but adjacent gardens on the banks of the Mississippi River. Both Gardens totalling almost 30 acres dazzle from late spring deep into fall.

Lake George offers a relaxing space right in the heart of the City and is home to the *Summertime by George!* concert series. It is the most high-profile entertainment event in the area, drawing up to 10,000+ people for a free weekly concert with nationally known musicians, 60+ food vendors, and lots of fun kids' activities.

From live theater to musical performances to stunning galleries, St. Cloud is definitely a leader in local arts initiatives.



Breathe in the great outdoors as you stand on the banks of the Mississippi River at Munsinger Gardens and Riverside Park.

- ◀ Sledding in the fresh air at Riverside Park.
- ✓ Stroll the Beaver Island Trail on the Mississippi River.
- ✓ National Night Out in Southside Park.



> GREATER Community

- ✕ **Best Small City in America**
#47 of 1,300 U.S. cities
NerdWallet.com
- ✕ **Most Dog Friendly City in MN and WI**
EdinaRealty.com

St. Cloud is a great community to call “home.” It’s a home you’ll grow in, but will never outgrow. A home where you can build a successful career and make lifelong friends. A home to raise a family or choose to retire. A vibrant community that celebrates growth and attracts innovation, while honoring the rich history of the Region. For these reasons and more we’ve earned the honor of being named a “Best Small City in America”.



Join us! Dine at one of the 40+ restaurants in historic downtown or jump feet-first into a quarry pond in the summer. There’s always something greater to do in St. Cloud.

⤴ Enjoy many outdoor dining opportunities in historic Downtown St. Cloud.

> GREATER Learning

✘ **Best Place for Teachers**
#4 of 917 MSA's *Goodcall.com*

✘ **Top MN STEM City**
Insurify.com

In St. Cloud, we know learning never ends. You'll appreciate our easy access to excellent education for students of all ages. We're proud of our learning institutions and the wealth of resources they bring to our community.

Pre-K - 12 Education

Our elementary and secondary schools provide the best in progressive education. We're home to St. Cloud Area ISD #742, the 15th largest public school district in Minnesota and is the only school district in the metro area with two language immersion programs; Spanish and Chinese. In addition, we have strong private schools that include the St. Cloud Catholic Schools system.

In 2019, Tech High School opened on the south side of the City providing state-of-the-art learning space for career and college readiness. In addition to collaborative learning spaces, the school houses athletic facilities, a pool, and a performing arts center.

Higher Education

We welcome more than 24,000 students to our community each year, the largest concentration of college students outside the Twin Cities. Our colleges and universities not only educate students from around the globe, but provide incredible learning opportunities for area residents. They strengthen our community by collaborating with local businesses to enhance education, innovate, and provide career opportunities for graduates.



- ✘ **New St. Cloud Tech High School.** *Photo: St. Cloud Times*
- ✘ **Visualization and Stimulation Lab in ISELF.** *Photo: St. Cloud State University*
- ✘ **Student demonstrating learned automation skills.** *Photo: St. Cloud Technical & Community College*



St. Cloud State University and St. Cloud Technical & Community College offer a variety of degree and certification programs including applied engineering, advanced manufacturing, automation, biomedical engineering, services.



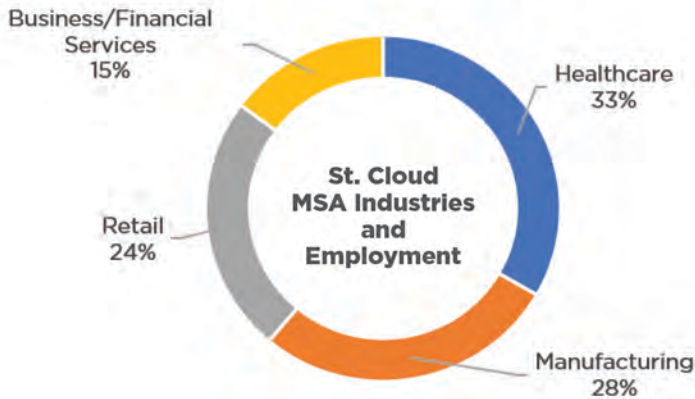
The unique Integrated Science and Engineering Laboratory Facility (ISELF) at St. Cloud State University is used by global market leaders, such as 3M. It was designed to be a collaborative space for the University, its students, and area businesses. Businesses gain access to resources, state-of-the-art lab facilities and a strong pool of faculty and student talent, while also retaining intellectual property.



> GREATER Business

- ✦ **Fastest Growing U.S. City**
#7 of 500 U.S. cities *NerdWallet.com*
- ✦ **Best City of Young Entrepreneurs**
#28 of 181 MSA's *NerdWallet.com*
- ✦ **Best City for Gig Workers**
#4 of 376 U.S. cities *AdvisorSmith.com*

Top Sectors of Strength



It's an exciting time to be a part of the development boom in St. Cloud. With ample room for growth and comprehensive infrastructure, St. Cloud is an attractive location for new businesses to break ground and for existing businesses to expand. You'll be part of a diverse mix of companies — small and large, local and global — based here in St. Cloud.



Our economic success comes from our people. St. Cloud's one of the fastest growing metro areas in Minnesota and has the fastest growing labor force in the State. We boast a highly skilled, innovation driven, and educated workforce of over 111,000 people in the region.

▲ Downtown St. Cloud offers a wide variety of business and financial services.

Wellness > GREATER

- ✦ **Healthiest City in the Nation**
#12 of 24 U.S. cities *24/7Wallstreet.com*
- ✦ **Bicycle Friendly Community**
The League of American Cyclists

Healthy living is second nature in St. Cloud. Just look around and you'll find 20+ miles of bike and walking trails, 1,500+ acres of green space and parks galore! Grab your putter and join a league at one of four golf courses in St. Cloud.

Your health is in great hands in St. Cloud. We are a regional medical hub, anchored by St. Cloud Hospital and the St. Cloud VA Medical Center, major clinics and a variety of private practices. These facilities serve 350,600+ annual unique patients in general and specialized care within our community.

We're family friendly for all ages with more than 35 senior living communities in the St. Cloud metro area. We have an active senior population, a thriving Whitney Senior Center, and a robust Retired & Senior Volunteer Program (RSVP) that keeps seniors young at heart, active, and engaged.

Make sure to check out our \$25 million St. Cloud Community Aquatics Center — a fantastic place to meet your new neighbors and stay active. It offers countless opportunities and activities, with 3 gyms, a walking track, 2 racquetball courts, fitness facilities, indoor and outdoor play spaces, and a multi-pool aquatic area all operated by the St. Cloud YMCA.



St. Cloud Hospital has been named a "100 Top Hospital®" by *Truven Health Analytics* eleven times.



- St. Cloud Hospital on the Mississippi River.
Photo: St. Cloud Hospital
- CentraCareEarth Day Run.
Photo: CentraCare Health Systems
- Nurse comforting patient.



GREATER Employers

✦ **Best City for Women in Workforce**
#39 of 259 U.S. cities
NerdWallet.com

✦ **Best Place for Business & Careers**
#24 of 184 U.S. cities
Forbes.com

Employment opportunities abound in St. Cloud. We're a regional hub for manufacturing, commerce, health-care, and education. Our exceptional training and research facilities and diverse set of innovative companies create a dynamic, creative, and entrepreneurial spirit. Advance your career with one of our world class major employers.

MAJOR EMPLOYERS	BUSINESS TYPE	# OF EMPLOYEES, ST. CLOUD, CITY
* CentraCare Health Systems	Medical Center	7,800
State of Minnesota (includes St. Cloud State University and St. Cloud Technical & Community College)	State Government	2,200
St. Cloud VA Health Care System	Medical Center	1,700
* St. Cloud Area ISD #742	Education	1,000
Fulfillment Distribution Center	Warehouse/Distribution	700
* Stearns County	County Government	700
Capital One	Financial Service Center	600
New Flyer of America, Inc.	Heavy Duty Bus Manufacturing	600
* Coborn's, Inc.	Grocery/Convenience Stores	600
Anderson Trucking Service, Inc.	Long Distance Trucking	600
* Essilor of America	Optical Lens Manufacturing	500
City of St. Cloud	City Government	400
Bluestem Brands, Inc.	Mail Order House	400
Wolters Kluwer Financial Services	Financial Technology Services	400
Woodcraft Industries	Wood Cabinets/Millworking	400
* Nahan Printing	Commercial Printing	300
Grede	Iron/Steel Foundry	300
Marco Technologies	Technology Services	300
Pan-o-Gold Baking Co.	Retail Baker	300
SpeeDee Delivery	General Freight Trucking	300

* Significant Regional Employer
Source: 2021 City of St. Cloud Major Employers



Capital One



Coborn's Inc.



Cathedral High School

CITY OF
ST.CLOUD
MINNESOTA USA



City of St. Cloud, Minnesota

Mayor's Office 320.255.7201
Economic Development 320.650.3111

Visit us at www.ci.stcloud.mn.us

BE PART OF SOMETHING
GREATER



#stcloudgreater

DEPUTY FIRE CHIEF

NATURE OF WORK

The Deputy Fire Chief serves as appointed by the Fire Chief and as a member of the Fire Department's senior executive team. The Deputy Fire Chief aids the Fire Chief in providing leadership to the Fire Department staff and helps the Fire Chief define, establish, and attain overall goals and objectives of the Department. The Deputy Fire Chief is responsible for the day to day operations of their assigned area and performs complex, technical, and analytical work involving budgeting, planning, and program evaluation. The Deputy Fire Chief supervises Fire Department staff and is responsible for the management of assigned functions through Division Chiefs and Battalion Chiefs, as well as operational and administrative staff. The Deputy Fire Chief is directly responsible for maintaining a safe, healthy, and productive work environment, delivering quality fire suppression, community risk reduction, hazardous materials incident mitigation, rescue and emergency medical services to citizens. The Deputy Fire Chief assures compliance with all legislative, judicial, and administrative policies, procedures, and laws. The Deputy Fire Chief is responsible for engaging in political and community-based problem-solving strategies in a diplomatic and professional manner working with other senior City officials. The Deputy Fire Chief develops, implements, and evaluates policies and procedures, manages subordinate personnel, and performs other duties to minimize the loss of life and property in the community. When directed, the Deputy Fire Chief assumes command and control of all Fire Department functions in the absence of the Fire Chief.

Although the normal work week is Monday through Friday, this is an exempt, confidential, administrative position and all personnel filling this position are subject to call at any time for emergencies or other Department needs. The Deputy Fire Chief works and performs within established timelines and meets performance measures as determined by the Fire Chief.

EXAMPLES OF WORK

The Deputy Fire Chief may be assigned to any of the Department's organizational branches, divisions, or programs. Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.

1. Using knowledge of the scope of services provided by the fire department and personal leadership skills the Deputy Fire Chief communicates with the Fire Chief to develop priorities for new and existing activities of the Fire Department.
 - Evaluates services provided by the Fire Department and develops options for improving services or matching services more closely to citizen needs.
 - Assists the Fire Chief with educating the City Administrator, Mayor, and City Council about Fire Department services and presents optional approaches for improvement of those services.
 - Directs research at the request of the Fire Chief and presents analysis of the strengths and weaknesses of various options.
 - Seeks to identify common ground among competing interests and facilitates productive working relationships.
 - Takes a leadership role in projects assigned by the Fire Chief.
 - Provides mentorship, coaching, and accountability to subordinate personnel helping to achieve the Department's vision, initiatives, and directives.
 - Consistently contributes to the creation of a motivational atmosphere within the Department through ethical and honest actions in support of the Department's mission, vision, values and goals.
 - Receives constructive feedback well and can apply that feedback.
 - Addresses conflict appropriately to achieve the Department's mission, vision and values.

- Attends regular training to acquire, refresh, or maintain skills in job performance areas.
 - Responsible for maintaining a department-wide consistent state of readiness for response to emergency events.
2. Represents the Fire Department and City of St. Cloud in front of the public, news media, and government agencies in a manner that conveys a positive image of city government and that fosters cooperation and support on and off duty.
- Using respect for individual ideas and interests, the Deputy Fire Chief is sensitive to diverse audiences in communicating about Fire Department business.
 - Provides well-defined information to the local media and fosters cooperative professional relationships with members of the media to facilitate accuracy of information regarding matters of importance and interest.
 - Follows all legal communication requirements including those relating to public access to information and open meetings.
 - Listens to various individuals and groups, including citizens and other units or agencies of government and brings that information into the formulation of positions, directions, and recommendations for the Fire Chief.
 - Seeks cooperation from others in the form of actions, grants, or other desired outcomes by framing requests in a concise and favorable form.
 - Builds working relationships with partner agencies, elected, and appointed officials at the federal, state, county, and metropolitan level to be in a position to advocate for the best interests of the City of St. Cloud.
 - Serves as Public Information Officer when assigned.
3. Oversees the technical operations of the Fire Department and is responsible for compliance with all legal and financial requirements.
- Ensures that Fire Department staff follows the appropriate procedures and complies with City policies and general government requirements.
 - Ensures the Fire Department's financial records and budgets are maintained and that the Fire Chief is properly advised regarding the fiscal position of the Fire Department.
 - Assists the Fire Chief with administering the annual budget of the Fire Department and recommends changes to the Fire Chief in spending based on changing conditions to balance revenues with expenditures. Assists the Fire Chief in administering contracts and grant revenue and expenditures and preparation of any required reports or payment claims.
 - Assists the Fire Chief with Fire Department purchasing and bid letting to ensure cost efficiency and compliance with law.
 - Recommends appropriate fee schedules for Fire Department services to the Fire Chief and assists with ensuring that project costs are accurately tracked and charged to the correct accounts.
 - Sets goals and benchmarks for subordinates and provides timely and relevant feedback to help achieve those goals and benchmarks.
 - When on and off duty, maintains availability for consultation on Department matters, and responds to time-sensitive communications and authorizations.
4. Makes recommendations to the Fire Chief regarding the organizational structure of the Fire Department and changes that may be required in that structure. Makes recommendations to the Fire Chief concerning the hiring and management of department staff.
- Makes recommendations to the Fire Chief to hire employees to fill positions within budget parameters.

- Manages performance of staff directly and through Division and Battalion Chiefs.
 - Recommends the development of Fire Department personnel policies and department work rules to the Fire Chief and takes an active role in labor relations.
 - Investigates and coordinates performance and behavioral management.
 - Implements and manages corrective and disciplinary action.
5. Ensures the establishment, maintenance, and supervision of the command function at large scale emergency operations. Will act as the Incident Commander in large-scale operations when appropriate.
 - Directly or indirectly supervises large numbers of personnel from multiple agencies under emergency conditions.
 - Makes or supervises command-level decisions that can have a profound impact on human life, property, and/or the environment.
 - Assumes the role of Senior Fire Department Representative at the Emergency Operations Center when directed to do so.
 - Responds on and off duty to emergency service needs and assumes an appropriate role within the Incident Management System.
 6. Assists the Fire Chief in directing the enforcement of all city codes and ordinances in a manner that protects and safeguards the welfare of the public and enhances the quality of life in the City of St. Cloud.
 7. When directed, serves as the Fire Department liaison to Emergency Management. Attends numerous planning and operational emergency management functions on behalf of the City.
 8. When directed, assumes lead responsibility for the operations and maintenance of department technology systems including use, operation, and maintenance of the ARMER Radio System. Attends and represents the City of St. Cloud Fire Department at various regional ARMER functions.
 9. Assists the Fire Chief in establishing and monitoring progress with the short- and long-range plans and goals of the Fire Department.
 - Reviews for compliance with the department's Master and Strategic Plans.
 - Evaluates progress on short- and long-term goals and makes recommendations to modify work assignments as necessary.
 10. Performs related work as assigned and/or required.

MINIMUM REQUIREMENTS

- Nine (9) years of full-time fire department experience, with at least two (2) years at the rank of Fire Captain (or equivalent) or above.
- Valid Minnesota Driver's license or be able to obtain one that is unrestricted except for corrective lenses.
- International Fire Service Accreditation Congress (IFSAC) Fire Officer II Certification.
- In accordance with Minnesota Statutes 299N.05, possess a valid Minnesota Fire Fighters License, or be able to possess within one (1) year of employment.
- Valid Minnesota First Responder Certification or equivalent or be able to complete within one (1) year of employment.
- Possesses an Associate Degree or higher in Fire Science or a related field demonstrated to be applicable in this position.

DESIRABLE EDUCATION AND EXPERIENCE

- Possess a Bachelor Degree in Fire Administration, Fire Science, or other related field demonstrated to be applicable in this position or a combination of equivalent experience, education, skills and performance.
- Master's Degree in Fire Administration, Fire Science, or other related fields.
- Graduate of the National Fire Academy's Executive Fire Officer Program, National Staff and Command School or a similar executive command-level training program.
- Center for Public Safety Excellence Chief Fire Officer Designation.
- Experience in fire department management.
- Demonstration of an individual continuing educational program over the individual's career.
- Thorough knowledge of the principles and practices of current fire department administration.
- Thorough knowledge of the rules and regulations of the St. Cloud Fire Department, geography of the City, and the location of streets, principal buildings, and water distribution system.
- Thorough knowledge of the principles, practices, procedures, and equipment used in modern fire fighting and in the protection of life and property from fire.
- Thorough knowledge of the principles, practices, procedures, and equipment used in emergency medical response.
- Thorough knowledge of the principles, practices, procedures, and equipment used in hazardous materials response and mitigation.
- Thorough knowledge of the principles, practices, procedures, and equipment used in technical rescue including auto extrication and high angle rope rescue.
- Thorough knowledge of the uses and limitations of the various types of apparatus and equipment used by the department, and of their operational and maintenance requirements.
- Thorough knowledge in strategic planning and the implementation of strategic and master plans.
- Thorough knowledge of effective methods of planning, training, assigning, and directing personnel and equipment for the most efficient use for fighting fires and responding to other emergency situations such as hazardous materials incidents, emergency medical response and technical rescue.
- Extensive knowledge in the Incident Command System and the National Incident Management System (NIMS).
- Extensive knowledge in the leadership and management of a modern fire department.
- Extensive knowledge of City, State, and Federal codes, regulations and ordinances that affect the fire protection system within the City of St. Cloud.

ESSENTIAL JOB FUNCTIONS

In compliance with ADA requirements, the following functions have been determined essential to the successful performance of this position and are necessary qualifications of the candidate with or without reasonable accommodations.

Must be able to read, write, and speak English at an above average level in order to conduct business as a member of the Fire Department Leadership Team; to understand complex, technical information related to fire fighting, emergency medical technology, and all other types of emergency services; to effectively communicate orally and in writing and using various forms of mass communication devices such as telephones and two-way radios; to read and

comprehend instruments, dials, and other equipment; to recognize hazardous materials; to report occurrences; and to direct staff.

Must demonstrate honesty and integrity in personal behavior and attitudes; must have the ability to establish and maintain effective working relationships with employees, the general public, other City officials, and outside agencies.

Must have the ability to reason and react calmly in emergency situations involving personal danger; must have above average practical judgement to deal with unexpected, potentially dangerous situations in the course of duty; and must be able to operate independently and be aware of surroundings at all times in order to recognize possible danger to self and others.

Must be free of conditions that would endanger self or others in the carrying out of duties; must be free of substance abuse (legal and illegal) to maintain effective job performance; must demonstrate a level of social maturity and self-assurance sufficient to carry out tedious, unpleasant, or repetitious tasks.

Must have the ability to plan, install, and carry out programs of departmental operations and activities, personnel training, and community risk reduction.

Must have the ability to establish and maintain effective working relationships with civic and official groups, and the general public, as well as to command and hold the respect of subordinates.

Must have the ability to perform duties in a highly stressful environment where encounters with violent, unpredictable, and possibly contagious individuals as well as threats to life and personal safety may occur.

Must have the ability to analyze organizational and operational problems and recommend effective improvements.

Must have the ability to prepare clear and concise administrative and technical reports.

5-18-2023