



# Fire Chief



## THE COMMUNITY

Nestled at the base of the San Jacinto Mountains, the City of Palm Springs is known for its crystal-blue skies, year-round sunshine, stunning landscape, and starry nights. Palm Springs' rich history and gorgeous weather make it an ideal place to live and a preferred destination of over six million annual travelers from all over the world. The City maintains the charm of a small town while offering the amenities of an urban center. Palm Springs lies on the western edge of the Coachella Valley approximately 107 miles east of Los Angeles within the ecological area known as the Colorado Desert. The permanent population is approximately 45,500 with a substantial increase of weekend population during peak seasons. The City is known for valuing and celebrating its diverse neighborhoods and communities. Residents of Palm Springs have access to shopping, galleries, restaurants, parks, recreational facilities, hiking trails, bike routes, and horseback riding as well as the scenic Palm Springs Aerial Tramway up Mt. San Jacinto. As the City enjoys virtually 350 days of sunshine per year, Palm Springs' community has year-round enjoyment of the outdoors. Palm Springs is host to many parades and festivals, including the famed Palm Springs International Film Festival. Residents of Palm Springs find that the City is an ideal community to call home.

## CITY GOVERNMENT

The City of Palm Springs is a full-service city providing residents and visitors with the following services: general governance, and administrative management, police, fire, emergency management service, engineering, maintenance of public facilities, streets, recreation, airport, public improvements, planning and zoning, community and economic development including CDBG, animal shelter, sustainability and recycling, convention center, tourism, and library services. As you walk, bike or drive through our various neighborhoods, you are surrounded by a sense of community. There are a variety of architectural styles throughout Palm Springs, from mid-century modern and more. Since 1994, Palm Springs has been governed as a charter city, and operates under a Council-Manager form of government. Council Members are elected by district and serve four-year staggered terms, with the position of Mayor rotating annually. The City Council appoints the City Manager and the City Attorney. The City of Palm Springs has a FY2022-2023 revised budget of \$466 million with 575.5 full-time equivalent allocated positions.

### CITY OF PALM SPRINGS MISSION STATEMENT

*Palm Springs is an inclusive world class city dedicated to providing excellent and responsive public services to enhance the quality of life for current and future generations.*

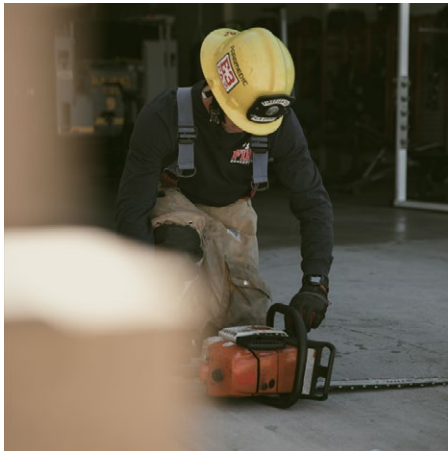
## THE POSITION

Reporting to the City Manager, the Fire Chief plans, directs, manages, and oversees the activities and operations of the Fire department including the community fire protection system, fire suppression, prevention, emergency operations, and emergency medical response. In addition, this position coordinates assigned activities with other departments and outside agencies and provides highly responsible and complex administrative support to the City Manager. The Palm Springs Fire Department currently has five fire stations that protect 96 square miles with an overall staff of 90 FTEs. Palm Springs Firefighter's responded to 12,032 calls for service in 2021.

### Duties and responsibilities include:

- Assume full management responsibility for all department services and activities including the community fire protection system, fire suppression, prevention, and emergency medical response; recommend and administer policies and procedures.
- Manage the development and implementation of departmental goals, objectives, policies, and priorities for each assigned service area.
- Assess and forecast workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Direct disaster preparedness and other fire protection programs to minimize the loss of life and property within the community.
- Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies and ensure high performance.





- Oversee and participate in the development and responsibly administer the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Represent the Fire department to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
- Provide assistance to the City Manager and other stakeholders; participate on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire safety.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Perform related duties and responsibilities as required.

## THE IDEAL CANDIDATE

The ideal candidate will be an ethical, innovative, and personable leader and effective communicator with excellent managerial skills, a strong customer-service orientation, and a proven track record in creating a positive, cohesive, and productive work culture. This position requires an engaging and forward-thinking individual with the ability to facilitate positive change, work effectively with staff, executive leadership, and elected officials; and have a willingness to collaborate with other department heads, business leaders, and labor associations and to provide employee training and growth opportunities. Successful candidates will possess a proven history of inspiring an inclusive, team-oriented working environment based on effective communication, efficiency, and accountability. The ideal candidate will be a creative professional with the highest moral character and integrity, with a desire to interact with staff, welcome new ideas, and build a strong connection with the community. The ability to use good judgement in assessing, auditing, and ensuring departmental best practices, processes, and procedures

including leave, contracts, purchasing, and emergency services management is ideal.

### Key attributes and characteristics:

- A solid, ethical leader and role model with a positive presence; demonstrated initiative; action-oriented; exercises wisdom in judgment; and makes good, consistent decisions.
- An active problem solver who anticipates and responds to problems in a timely manner, develops alternative solutions, and can bring timely resolution to issues, involving others as needed.
- Politically sensitive with the ability to write concise staff and other reports for presentation in oral or written format to city council or other elected bodies.
- Team-oriented with a track record of providing outstanding service to internal and external customers.
- Strong administrative acumen, with the ability to carefully evaluate and improve the Department's efficiency, effectiveness, and practices.
- A relationship builder who cultivates and provides positive and personal leadership, and creates productive partnerships with staff, management, organized labor, external agencies, and other stakeholders.
- Able to wisely, effectively, and sensitively address personnel issues including performance evaluations, discipline, grievances, interpretation of personnel policies and procedures, labor contracts, and related matters.

## QUALIFICATIONS

- Bachelor's degree from an accredited college or university with major course work in the fire sciences, business administration, or a related field or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Six (6) years of increasingly responsible fire suppression and fire prevention experience.
- Three (3) years of management and administrative responsibility.
- Must be willing to live within 150 miles of the City limits.



## APPLICATION AND RECRUITMENT PROCESS

**The final filing date is Friday, December 30, 2022.**

To be considered, please submit a resume, cover letter, and five work related references (who will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/fire-chief/>

Resumes should reflect years and months of positions held, as well as size of past organization(s).



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## COMPENSATION AND BENEFITS

**The Salary range for this position is \$193,644 - \$259,860.**

**Retirement** – Classic Members - 3%@55 with a 9% pre-tax employee contribution, New Members - 2.7% @ 57, with a 12.75% (or ½ the normal cost as determined by CalPERS) pre-tax employee contribution.

**Healthcare** – The City provides a flexible-benefit dollar amount to be used on plans and services that best fit your needs; a range of healthcare options are available for medical, dental, and vision coverage.

**Leave** – Accrual begins at 16 hours per month; increases after 5 years of service. Holiday Leave – 12 days per calendar year, plus 1 floating holiday.

**Life Insurance** – City paid life insurance at \$50,000.

**Disability Insurance** – City-paid Long-Term Disability plan; employee paid Short-Term Disability plan in lieu of the State-mandated plan.

**Work Life** – 4/10 (M-Th) work schedule, an Employee Assistance Program, and a range of additional programs are also available.



### Equal Opportunity Employer

*The City of Palm Springs is an equal employment opportunity employer, and we encourage all persons to file applications. Applicants will be considered regardless of race, color, creed, national origin, ancestry, age, sex, sexual orientation, gender, gender identity, gender expression, family or marital status, disability, medical condition or pregnancy, genetic information, religious or political affiliation, or veteran status.*