



Koff & Associates  
A Gallagher Company



# NOW HIRING

## FIRE CHIEF

**GILROY**  
FIRE  
DEPARTMENT

**ANNUAL SALARY**

**\$198,714 - \$264,994**

**PLUS EXCELLENT BENEFITS!**



*Join the City of Gilroy team  
as its next Fire Chief!*

CITY OF  
**gilroy**  
CALIFORNIA  
A community with a spice for life



## THE POSITION

Under the general direction of the City Administrator, plans, organizes, and directs the activities of the Fire Department in providing a full range of fire services including: wildland and structure fire suppression, emergency medical care, hazardous materials response, code enforcement, arson investigation, City disaster preparedness, public education and training.

## THE IDEAL CANDIDATE

- Be a dynamic leader, teacher, mentor, and fire service innovator who is approachable, open, and experienced at developing relationships in a team environment.
- Have demonstrated the ability to exercise sound judgment and decision-making both in an emergency response environment and in administrative and management situations.
- Be an excellent communicator and be able to express himself/herself clearly and concisely, both orally and in writing.
- Have California fire service experience to include wildland firefighting knowledge and experience.
- Have strong EMS knowledge as Gilroy is an Advanced Life Support department and approximately 80% of the calls responded to are EMS calls.
- Represent the Fire Department and make effective presentations in public situations, including City Council meetings and community events.
- Be a seasoned fire officer experienced at the command of all types of emergencies, preferably as a Chief Officer or Acting Chief Officer.
- Possess a solid understanding of the Incident Command System and be capable of managing complex multi-unit and multi-agency emergency incidents.
- Have experience as a Division Chief or Fire Chief with management/supervision experience over an entire Department or Division.
- Have demonstrated experience of handling citizen inquiries and customer complaints, the ability to perform effective public relations functions, and effectively resolving disputes, MOU issues, and disciplinary matters.
- Have experience working in an ALS delivery system and strong knowledge of EMS service delivery.
- Have hands-on experience developing and managing a budget for a division or workgroup.
- Have direct experience with policy/procedure development and have program and project management experience.
- Be proficient in using PCs and laptop computers and programs such as MS Outlook, Word, and Excel.
- Have working knowledge of automated fire records management systems.
- Have firsthand experience in contemporary labor relations and the implementation and use of labor/management committees.



## QUALIFICATIONS

A combination of education, experience, and training equal or equivalent to the following:

A Bachelor's degree in public administration, business administration, fire science, fire management, another fire service-related program, or another related field of study. In addition:

- Ten years of full-time paid experience in an organized Fire Department, which includes a minimum of five (5) years at the Fire Command level (i.e. Fire Chief, Assistant/Deputy Chief, or Fire Division Chief/Fire Battalion Chief level) and that has included significant management/supervisory, operational, and administrative responsibilities.
- California Chief Fire Officer Certification and/or completion of the National Fire Academy Executive Fire Officer Program are highly desirable.

*The City of Gilroy reserves the right, in its sole discretion, to determine whether or not the combination of education, experience, and certification is qualifying. The most qualified candidates will be determined at the City's sole discretion.*

- Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s) by the time of appointment.
- Possess and maintain a valid CPR/AED and First Aid certification.
- Pass a detailed background investigation for employment.
- Pass a post-offer, comprehensive psychological evaluation for employment.
- Pass a post-offer, comprehensive medical examination for employment, including a drug screen.
- Must sign a non-tobacco use contract.
- Must participate in annual occupational health and wellness screening as required by the City of Gilroy.
- Must reside within a ninety-minute response time to any of the City of Gilroy fire stations, although more local response time is preferred.



# APPLICATION AND RECRUITMENT PROCESS

## ATTRACTIVE BENEFITS PROGRAM

**Salary Range: Annual Salary**

**\$198,714 – \$264,994**

**This range includes a July 1, 2024 Increase**

### Representation

*This is an at-will, department head position that serves at the pleasure of the City Administrator.*

### Medical

The City pays up to \$2,734.95 per month for core health benefits, including medical and dental coverage as core benefits.

### Pension

Fire Safety Employees Categorized as "Classic" Members Hired On or After January 1, 2013: The City shall provide the 2% at 55.

Fire Safety Employees hired on or after January 1, 2013, Categorized as "New" CalPERS Members: The City shall provide the 2% at 57.

### Vacation, Sick Leave, Holiday Pay

**Vacation-** Ranges from two to four weeks per year, based on years of service with the City of Gilroy.

**Sick Leave-** Employees accrue eight hours of sick leave each month.

**Personal Leave-** Employees receive 44 hours of personal leave time per fiscal year.

**Holiday Pay-** 11 paid holidays each year.

**Administrative Leave-** Employees receive 56 hours of administrative leave time per fiscal year.

**The final filing date is July 19, 2024.**

If you meet the above qualifications and are interested in pursuing this exciting career opportunity, please attach and submit the following required items in your application:

- Responses to supplemental questions
- Cover Letter
- Resume
- Required Certifications (ICS – 300 Certificate, CPR/AED and First Aid Certification)

*Applications that do not include all required items are incomplete and will not be considered.*

**TO APPLY CLICK [HERE](#)**

### Next Steps:

Applicants moving forward will participate in an in-person assessment on a date to be set for soon after July 19, 2024, subject to any operational/critical event necessitating Gilroy Fire Department resources.

**If you have any questions regarding the recruitment, please contact the recruiter below:**



**Koff & Associates**  
A Gallagher Company

**Pete Smith**  
**510.342.3233**  
**peter\_smith1@ajg.com**



**IMPORTANT INFORMATION: Prior to appointment and given at the City's expense, final candidates are required to pass an employment background check, State of California Department of Justice criminal records check, and as applicable: medical evaluation and drug screen. If special accommodations are necessary at any stage of the selection process, please contact Human Resources.**