



CITY OF MANHATTAN BEACH

invites applications for the position of

FIRE CHIEF



www.manhattanbeach.gov

MANHATTAN BEACH FIRE CHIEF

THE COMMUNITY

The City of Manhattan Beach is a classic, casual California beach town located in the South Bay area of Los Angeles County, just 19 miles from downtown Los Angeles. Immortalized in the Beach Boys' song, "Surfin' U.S.A.," the City offers residents a peaceful, safe, coastal-living environment with easy access to Los Angeles area amenities.

Encompassing over two miles of beachfront, Manhattan Beach is an active and vibrant city, serving as host to nationally renowned volleyball tournaments, festivals, and events year-round. It is also home to a number of fine dining and shopping establishments.



Unlike most beach towns, Manhattan Beach has a distinct urban vibe yet maintains the warmth of a quaint, small town. This affluent community of "Sun, Sand, and Sea" encompasses 3.89 miles and is home to approximately 36,000 residents. It is considered one of Southern California's most desirable communities. The City features 40 acres of recreational beach and a 928-foot-long pier with an aquarium, in addition to 54 acres of developed parks, a 21-acre parkway, 9-hole golf course, and 2 community centers. Public Safety is integral to the core services the City provides, and the residents are served by the City's own Manhattan Beach Fire Department and Manhattan Beach Police Department operating out of two fire stations and one police station. The community also boasts an award-winning Los Angeles County branch library.

The top-performing Manhattan Beach Unified School District (MBUSD) operates five elementary schools, one middle school, and one high school. In addition to Manhattan Beach's sandy shoreline, temperate climate, and outdoor amenities, the City boasts a charming downtown shopping and dining district, a variety of arts and cultural opportunities, and numerous special events throughout the year. Traditional events include Summer Concerts in the Park, the Old Hometown Fair held each fall, and Holiday Fireworks in December. Additionally, the City hosts the Manhattan Beach Open Volleyball Tournament and the International Surf Festival every August. For more information about the City of Manhattan Beach, please visit: www.manhattanbeach.gov.

GOVERNANCE

Incorporated in 1912, Manhattan Beach is a full-service general law city operating under a council-manager form of government. The City Council consists of five members elected at large, each serving a 9.5-month mayoral rotation during a four-year term. City Councilmembers are limited to two consecutive terms. The City Treasurer is also elected to a four-year term.

The City of Manhattan Beach is a mission-centered organization. City Manager Talyn Mirzakhian was appointed to City Manager in November 2024 after serving as Community Development Director. Working closely with the City Council and supported by the executive management team, the City Manager focuses on delivering excellent municipal services, preserving the City's small beach town character, and enhancing the quality of life for residents, businesses, and visitors.

With approximately 350 full-time and 180 part-time employees working in nine departments, the City provides a variety of services to the community, including police, fire and paramedic, cultural arts, parks and recreation, building and safety, solid waste and recycling, water and wastewater utilities, stormwater management, parking, facilities, street and landscape maintenance, and internal support functions for all public-facing government services.

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THE POSITION

Reporting to the City Manager, the Fire Chief directs, plans, organizes, budgets, and controls the programs and services of the Fire Department, including fire suppression, medical rescue and emergency response, fire prevention and safety inspections, emergency planning, and administration. This includes leading and mentoring the members of the Fire Department; instilling ethical decision-making, public responsiveness, and innovation in the delivery of services; directing departmental staffing, capital improvement project planning, and participating as a member of a collaborative Executive Management Team.

This position oversees a staff of 40 firefighters and professional administrative staff which provides an array of emergency response and support services to the community. The Manhattan Beach Fire Department is dedicated to providing a high level of community relations and the next Fire Chief will be expected to continue to foster these relations.



The Manhattan Beach Fire Department (MBFD) works to preserve life, property, and the environment through decisive action, strong leadership, teamwork, and dedicated community partnerships. Their mission statement “Always Here Serving our Community as Family,” works along their vision statement “Manhattan Beach Firefighters shall be innovative leaders in the fire service, engaged members in the community, and accountable and decisive in their actions” to highlight the character of the MBFD. Their core values include integrity, empathy, loyalty, teamwork, ownership, and doing the right thing.

Responsibilities include but are not limited to the following:

- Plan and direct departmental operations and activities with departmental personnel, contractors, fire safety, and office staff.
- Coach and mentor subordinate staff. Consider employee development needs and establish succession plans.
- Address labor-management issues through meetings, analysis of departmental policies and agreements, and communications with human resources, and association representatives.
- Represent the City and department at community meetings, City Council meetings and planning sessions, social events, and other functions.
- Develop, evaluate, and direct internal departmental training programs as well as external training programs and exercises.
- Prepare, administer, and evaluate departmental budget and staffing plans. Evaluate revenues and expenditures, community needs, response times, call volume, and operational readiness.
- Prepare and present reports, studies, staff and activity reports, and technical information to City staff, management representatives, and elected officials.
- Create, review, maintain, and update the City’s Disaster Plan and Emergency Operations Center policies and procedures and consults with appropriate parties regarding updates as needed.
- Direct capital planning for the department. Forecast and recommend replacement or upgrading of City equipment, apparatus, and facilities by considering population, service area, community demographics, industry trends, and other needs.

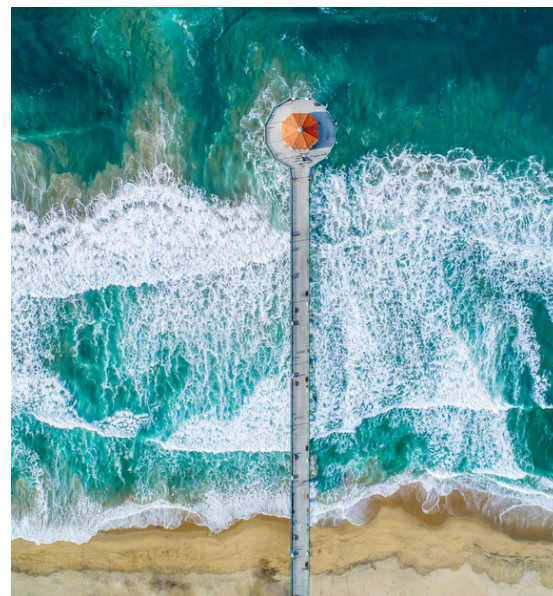
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THE IDEAL CANDIDATE

The ideal candidate will be an approachable 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 solid technical skills who is able to work effectively with staff, executive leadership, and elected officials. The ideal candidate will value collaboration with fellow department heads, business leaders, and labor associations and will place an emphasis on employee training, growth opportunities, and succession planning. Successful candidates will bring a proven history of inspiring an inclusive, team-oriented working environment based on effective communication, efficiency, and accountability. The selected candidate will be a creative professional of 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 sound, consistent decisions for the good of the organization.
- An active problem solver who anticipates and responds to issues in a timely manner, develops alternative solutions, and brings timely resolution, involving others as needed.
- Politically sensitive with the ability to write concise staff reports and present effectively to City Council or other elected bodies.
- Team-oriented with a track record of providing outstanding service to internal and external customers, including residents of this engaged and involved community.
- 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 groups, 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.
- Understand theories of management, organization, and operations related to fire service including the Firefighters Bill of Procedural Rights, State and Federal Fire Safety, emergency medical services and equipment, hazardous materials and risk management practices, State vehicle codes, and local municipal ordinances related to fire services.
- Experience in labor management and personnel practices.



QUALIFICATIONS GUIDELINES

A typical combination of education and experience to meet the minimum qualifications include:

- Bachelor's degree from an accredited college or university with a major in fire safety operations management, public administration, or a related field, including a completion of at least 60 units of fire science and related coursework.
- Eight (8) years of responsible fire services management, administrative, and operations experience including three (3) years at the rank of Battalion Chief or higher.

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COMPENSATION & BENEFITS

The Fire Chief is an at-will position and the successful incumbent will have an employment agreement with the City. The following provides a snapshot of the executive salary and benefits available:

- Salary Range: \$247,800 to \$321,000 annually
- Retirement: CalPERS 3% @ 55 formula/Single Highest Year calculation for Classic Members; 2.7% @ 57 formula with three-year average for New Members. The City does not participate in Social Security.
- Health Insurance: CalPERS Medical and Delta Dental Plans available; City contribution for medical coverage for employee and dependents up to 95% of the PERS Platinum premium level up to \$3,121 per month plus an additional \$70 per month for dental coverage or cash back; City paid vision plan for employees and eligible dependents. Retiree medical stipend after 5 years of service of \$400 per month until Medicare eligibility or age 65.
- Life Insurance: City paid coverage; benefit is 1.5 times annual base salary to a maximum of \$500,000, including Medex Travel Assist; City paid Long-Term Disability coverage.
- Deferred Compensation: ICMA-RC 457 plan available; City contributes 2.5% of monthly compensation to a 401(a) plan. The City will contribute 2% of base salary into a Retiree Health Saving Plan.
- General Leaves: 200 hours per year, and up to 280 hours per year with 10+ years of public service; 120 hours per year may be cashed out.
- Holiday: City recognizes 11 paid holidays per year and a "birthday" holiday.
- Other Benefits: Optional Short-Term Disability coverage available; FSA; Employee Assistance Program; City-Paid Calm App; Active and Fit Membership; and Access to City Gym.
- Uniform Allowance: \$600 per year.
- Tuition Reimbursement: Up to \$3,000 for cost of tuition and books for job-related classes.



APPLICATION AND SELECTION PROCESS

The final filing date is February 10, 2025.

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/manhattan-beach-fire-chief>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



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Website: <https://koffassociates.com/>

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to the City. The City will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the finalist(s).

THE CITY OF MANHATTAN BEACH IS AN EQUAL OPPORTUNITY EMPLOYER.

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