



THE CITY OF  
**WEST SACRAMENTO**

INVITES YOUR INTEREST  
IN A CAREER OPPORTUNITY FOR  
THE POSITION OF

**FIRE CHIEF**

**\$108,648 - \$146,724 Annually**



[www.cityofwestsacramento.org](http://www.cityofwestsacramento.org)

# THE CITY of WEST SACRAMENTO

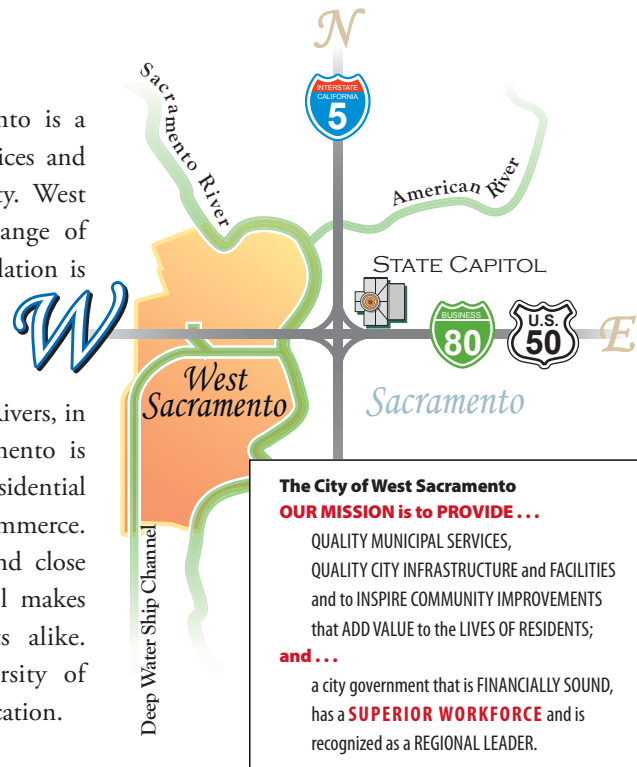
# Fire Chief

## THE COMMUNITY

One of California's fastest growing cities, West Sacramento is a modern, river-oriented community striving to expand services and facilities to meet the demands of a rapidly changing city. West Sacramento's multi-ethnic community reflects a broad range of incomes, interests and viewpoints. The city's current population is approximately 42,000.

Located at the confluence of the American and Sacramento Rivers, in the heart of California's rich Central Valley, West Sacramento is recognized as a leader in the region for its innovative residential development complementing its reputation as a center of commerce. The city's easy access to the Bay Area and Lake Tahoe and close proximity to downtown Sacramento and the State Capitol makes West Sacramento attractive to businesses and residents alike. California State University, Sacramento and the University of California at Davis offer nearby opportunities for higher education.

Incorporated in 1987, West Sacramento encompasses approximately 22 square miles divided by the Port of Sacramento. Although the new neighborhoods in the south are experiencing the most rapid development, significant development and redevelopment activity is occurring throughout the city.



The city's most recognizable landmarks are the historic Tower Bridge (left) connecting West Sacramento to the State Capitol; the Ziggurat (above), site of the California Department of General Services; the city's Civic Center (below, left), a major feature of the city's central business district on West Capitol Avenue; Raley Field (below, right) home of the Pacific Coast League Sacramento River Cats (the most popular franchise in minor league baseball.); and the city's new Fire Station (cover) completed in 2007.



## THE CITY ORGANIZATION

West Sacramento is a full service city with approximately 400 employees. There are eight departments: Office of the City Manager, Redevelopment, Housing and Community Investment, Public Works and Community Development, Parks and Recreation, Finance, Police, and Fire.

West Sacramento is a general law city with a Council-Manager form of government. City Manager Toby Ross has led the City since October 2002. Prior to coming to West Sacramento, Mr. Ross was the City Manager of Park City, Utah for 13 years.

On an annual basis, the City Manager, City Attorney, Department Heads and City Council meet to establish a strategic direction and work plan for the subsequent year.

The number one priority for the City Council is the establishment of a comprehensive flood protection and levee improvement program that is in accordance with new federal standards. The City is also beginning its work on a new General Plan for the City. As a growing city, the City faces the ongoing challenge of managing resources appropriately and prudently so that expected amenities and public services will be available to the citizens.

The City Council and City Manager are committed to having a well trained and dedicated workforce. The value of attracting and retaining a qualified, energized, committed and diverse workforce is recognized.

## THE FIRE DEPARTMENT

The West Sacramento Fire Department has the mission of protecting life, property and the environment within its jurisdiction. To effectively complete this mission, the Department has located five fire stations throughout the City. The department operates five engine companies and one truck company which are equipped to handle a variety of emergency calls. Minimum staffing levels for apparatus are three personnel per unit with a combined staffing of twenty personnel on duty. Three Fire Division Chiefs are assigned to 24-hour shifts and respond to all structure fires and other major emergencies to provide Incident Command and Scene Management. The City of West Sacramento's ISO Fire Protection Rating is 2 for all occupancies within the fire hydrant coverage area.

The Fire Department is also responsible for a seven square mile unincorporated area south of the city limits and has Automatic Aid agreements with the Sacramento City Fire Department, the Yolo County Fire Departments of Davis, U.C. Davis, Woodland, Clarksburg, and with the Dixon Fire Department in Solano County. The Department responds to over 200 automatic/mutual aid responses per year. In 2007, the West Sacramento Fire Department responded to 6,378 emergency situations.

## THE POSITION

The Fire Chief is an at-will position and under the administrative direction of the City Manager, plans, directs, supervises and coordinates all activities of the Fire Department in preventing and extinguishing fires, and in protecting life and property.

### Background, Education and Experience

The ideal candidate will possess a good sense of humor, demonstrate the ability to manage multiple activities, have excellent interpersonal and communication skills, and a management style demonstrating a commitment to teamwork and collaboration.

Qualified candidates must demonstrate ten years of broad and extensive experience in a responsible capacity in the fire service with at least four years of experience in a responsible command position serving in an administrative or management capacity. Qualified candidates must also possess a Bachelor's Degree from an accredited college or university in public or business administration; however, a Master's Degree and/or additional graduate coursework in public administration is highly desirable.

### Candidates must demonstrate knowledge of . . .

- Principles, practices and techniques of fire administration, organization and operation
- Methods, techniques and equipment used in modern firefighting and of fire apparatus and equipment, medical aid, fire codes and ordinances
- Principles of public administration, including personnel administration and budgetary control
- Types of building construction, major hazards, water supply, and fire and building laws and regulations

### and the ability to . . .

- Formulate, place into effect, and administer sound departmental policies
- Maintain effective relationships with various community, business and special interest groups
- Plan and coordinate the work of the department
- Prepare and justify annual budgets
- Provide effective leadership



## COMPENSATION and BENEFITS

**Salary:** Annual salary of \$108,648 - \$146,724 which equates to \$9,054 - \$12,227 monthly. This position is eligible for the Department Head performance bonus program.

**Medical and Welfare:** The City allots \$560 per month per employee towards a Cafeteria Plan for the purchase of medical, dental, vision, and life insurance. Any remaining dollars may be placed in a deferred compensation plan. 100% participation in the dental, vision and life insurance plans is required. Enrollment in medical insurance is optional; however, proof of coverage in another medical plan is required. The City pays the premium for a long-term disability insurance program.

**Sick Leave:** 8 hours per month

**Vacation:** The Fire Chief earns 10-25 days of vacation per year, depending upon years of service. Department Heads may sell back up to 96 hours of vacation per fiscal year.

**Management Leave:** 80 hours per fiscal year, pro-rated according to date of hire

**Deferred Compensation:** The City offers four deferred compensation plans; participation is voluntary.

**Money Purchase Plan:** The City contributes 4.5% of base salary plus a 5.5% employee match towards a 401(a) Money Purchase Plan.

**Holidays:** 13.5 paid holidays per year

**Retirement:** CalPERS 3% at 50 with final year highest comp, enhanced non-industrial disability, 1959 Survivor's Benefit (3rd level), and unused sick leave credit. City pays employee's 9% plus City portion. The City reports the value of EPMC to CalPERS as special compensation.

**Social Security / Medicare:** The City does not participate in Social Security, but does participate in Medicare.

**Career Enhancement Reimbursement:** \$400 per fiscal year for job related courses, books, computers, etc. May roll over to maximum of \$1,200.

**Uniform Allowance:** The Fire Chief receives 1% of base salary as a uniform allowance.



## APPLICATION PROCESS and RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, an official City of West Sacramento employment application form must be completed in its entirety. Please include a cover letter with your current salary, and a resume that reflects your background and experience as it relates to this position.

Submit all application materials and information to:

◆ **City of West Sacramento**  
**Human Resources Division**  
**1110 West Capitol Avenue, 3rd Floor**  
**West Sacramento, California 95691**

Applicants who do not submit the required documents as noted above will be disqualified and will not be considered. Applicants may be required to submit additional proof of qualifications if sufficient information is not provided.

Candidates are encouraged to apply on-line using the CalOpps web site at [www.calopps.org](http://www.calopps.org) and visiting the City of West Sacramento's employment page.

A City application can be obtained in person; by sending a self-addressed, stamped envelope to the Human Resources Division; or by downloading from the City's web site at [www.cityofwestsacramento.org](http://www.cityofwestsacramento.org).

Following the application filing deadline, all application materials will be evaluated on the basis of education, training and experience. Those candidates determined to be the best qualified will be invited to participate in the assessment process and oral panel interview. The top ranked candidates will be referred to the City Manager for final consideration including completion of a drug screen, fingerprint and background investigation.

**The final filing deadline for this recruitment is March 5, 2008.**

◆ **NO POSTMARKS.** Applications and resumes or any element thereof, received after this date and time will not be accepted.

**NOTE:** Information about the city's "Veteran's Preference in Hiring" policy may be found on the city's website under "Employment Opportunities." The information contained in this announcement does not constitute either an expressed or implied contract, and these provisions are subject to change.

The City of West Sacramento is an Equal Opportunity / Federal Affirmative Action employer. Reasonable accommodation in the application, examination, and selection process will be made upon request.

