



FIRE CHIEF



The best place to live, work, and play.



THE COMMUNITY

League City is located near the Texas Gulf Coast, approximately 20 miles southeast of Houston in northern Galveston County and the southernmost part of Harris County. The city is situated on the south shore of Clear Lake and encompasses an area of 53 square miles. The major sectors of the area's economic base include aerospace (NASA), petrochemicals, health care, upscale commercial, boating, and visitor attractions. League City's residents and businesses enjoy easy access to many regional attractions and destinations including Galveston Island, the NASA Johnson Space Center, South Shore Harbour Resort & Conference Center, Clear Lake, University of Texas Medical Branch, Baybrook Mall, Kemah Boardwalk, Hobby International Airport, Downtown Houston, Texas Medical Center, Houston Spaceport, four major shipping ports, and the second largest petrochemical cluster in the world!

Ranked as one of the fastest growing and most desired communities in which to live in both Texas and the U.S., more than 110,000 residents live in League City due to the nationally acclaimed school system, affordable master-planned communities, family-centric values, 100-year old oak trees, recreational lifestyle, and love for the water. With its distinct and vibrant culture, League City is committed to education, health, public safety, infrastructure, and recreation ensuring that League City will be the place in Texas to live, work, and play for years to come.

THE ORGANIZATION

The City of League City is a progressive, full-service municipal organization operating under the Council-Manager form of government with an at-large Mayor and Council Members. The City Council appoints the City Manager, City Attorney, City Secretary, Municipal Courts Administrator, and the City Auditor. The City Manager serves as the chief administrative and executive officer of the City and is responsible for guiding and directing day-to-day operations and oversight of all positions. The City has a staff of approximately 647 FTEs, an operating budget of \$145.14 million and a 5-year capital program approaching \$500 million.

The City of League City staff and leadership collaborated to develop a mission statement regarding the role and purpose of City government, along with a set of organizational values to guide the **SERVICE** of the City's workforce.

- **SUSTAINABILITY** - Optimizing available resources to maintain and improve quality of life.
- **EXCELLENCE** - Reflecting who we are, our values, and our distinctive performance by consistently surpassing expectations.
- **RESPECT** - Appreciating, valuing, recognizing, and caring about what our team and community has to offer.
- **VALUE-DRIVEN** - Exhibiting a high degree of stewardship and accountability.
- **INTEGRITY** - Doing what is ethically and morally correct because it's the right thing to do.
- **CUSTOMER-FOCUSED** - Accessible and responsive to customer needs according to our values with a focus on what is best for all.
- **ENGAGED** - Communicating effectively with external and internal stakeholders to create an environment of trust and collaboration.

DIRECTORATE OVERVIEW

The Fire Directorate includes the Fire Department, EMS, and the Fire Marshal's office. The Directorate comprises 48 full-time employees and 150 volunteer Firefighters, with a combined budget totaling \$8.3 million. Leadership positions assisting with daily management and operations include an Assistant Fire Chief-Fire Marshal and an Assistant Fire Chief-EMS. There is also a stipend program for the volunteers to staff one station during day and night hours.

It is the mission of the League City Fire Department to preserve life and property, promote public safety and foster economic growth through leadership, management and actions, as an all-risk life safety response provider that is committed to superior service to our customers, the citizens and visitors of League City.

The Department has 6 stations, along with a fire training facility. As of April 11, 2017, the Insurance Services Office, Inc. (ISO) presented the Department with rating 1/1Y, the highest rating awarded by ISO. A rating of ISO 1 represents the highest rating of fire protection status that an agency city can achieve. This places League City in the 99.5 percentile nationwide.

To learn more about the City of League City Fire Department visit: <https://leaguecity.com/2139/Fire-Department>

THE POSITION

The Fire Chief brings all elements of the fire services together forming one cohesive and collaborative team. The ideal candidate must possess a clear vision and ability to establish goals to guide the future growth and expansion of emergency services.

This position is responsible for oversight and management of the volunteer fire department, career emergency medical services, and the Fire Marshal's Office. Focus areas will include the delivery of fire suppression, rescue operations, hazardous material responses, inspections, review of construction plans, investigations, emergency management planning and public education programs. Supervisory role includes assigned departmental staff as well as volunteers.

Typical responsibilities:

- Manages daily operations of the League City Fire Department by interacting with City Staff and Volunteers, creating policies and procedures, reviewing daily operations, managing the maintenance of stations, grounds, and fire and medical equipment
- Manages and works collaboratively with personnel at emergency scenes.
- Creates long-term staffing plan as established with City Manager to ensure the City maintains emergency services necessary for growth.
- Attends and contributes as necessary in city meetings, including council, volunteer business meetings, city staff meetings, and others, as necessary.
- Develops departmental budget and ensures adherence throughout fiscal year.
- Creates long-range plan for department by evaluating fire department operations, equipment, apparatus, staffing, and facilities including anticipated future needs of department and City.

- Fosters collaborative and supportive relationships with career and volunteer personnel in fire suppression, fire prevention, and emergency medical divisions.
- Responsible for all personnel actions in collaboration with City's Human Resources department in the selection, promotion, performance review, mentoring, counseling, discipline, and professional development to maintain a state of preparedness.
- Adheres to the directives of the Texas Commission on Fire Protection, other state and federal regulations, League City ordinances, League City fire code, and other requirements.
- Represents the fire department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.

THE IDEAL CANDIDATE

The new Fire Chief shall be a proven fire professional and leader in the public sector, eager to build upon the successes of the City of League City's Fire Department. The ideal candidate shall have a calm demeanor and steady hand and be a natural and effective communicator with every sector the Fire Department engages with, from the employees, the community, elected officials, and other community partners. The Fire Chief needs to be a confident, focused, and approachable, an inclusive, strategic thinker focused on the best interest of the organization, the Fire Department, volunteers, and the League City community.

Desirable competencies for the **Fire Chief** shall include:

- **Technical Fire Expertise** – Experience in Fire tactical operations, emergency rescue, ambulance services, fire investigations, fire prevention and education, evaluation of fire equipment and fire codes.
- **Inspirational Leadership** – Principles and practices of public administration; forward thinking visionary; serves as an effective mentor and coach; empowers a diverse workforce; creates an environment where ideas are fostered and nurtured; listens attentively to understand the needs, intentions, and values of others.
- **Community Collaborator / Politically Astute** – Successfully engages with the Volunteer Fire Association, City Leadership, Mayor and Council, Department Directors, external stakeholders, and civic leaders; maintains positive, productive community partnerships and collaborations; maintains relationships with neighboring fire agencies.
- **Communication Skills** – Exceptional listener and communicator; outstanding analytical, written and verbal communication, as well as presentation skills; handles sensitive situations with tact and diplomacy; provides clear expectations and fosters a culture of personal accountability; effectively present ideas, solutions and/or recommendations; prepare clear and concise reports and instructions.
- **Strategic-Thinking** – Has patience and perseverance to foster a vision and direction for the City; seeks “best practices” and trends for continued growth and relevance;



develops short and long-range plans, strategies, priorities, goals, and objectives.

- **Results Oriented** – Improves and sustains superior fire and rescue service delivery; maintains and builds high-performing teams that hold themselves and staff accountable for their performance; delegates appropriately; makes financially-sound decisions; optimizes resources; pursues aggressive, achievable goals and works strategically to achieve them.
- **Problem-Solving** – Demonstrates the ability to analyze, interpret and effectively identify and solve problems; makes informed decisions, and successfully addresses complex organizational challenges; provides/ implements creative solutions and provides direction by clearly and effectively setting courses of action.
- **Financial Acumen** – Ensures adherence to generally accepted accounting principles, and related budget and financial matters; understands and can manage operations within budget constraints; experience with all forms of government finance mechanisms.
- **Talent Management** – Demonstrates the ability to attract, align, develop, and retain a diverse talent pool.

EDUCATION/EXPERIENCE

Bachelor's degree in Fire Science, Public Administration, or a related field. A minimum of 10 years of continuous experience in a Fire or Fire/ EMS department including 5 years of command level experience in a Fire or Fire/ EMS department. Previous experience as a Fire Chief and at least 5 years in a volunteer or combination department in a leadership role are preferred. Master's degree in Fire Science, Public Administration, or a related field is preferred. Candidates will be required to have the necessary Licenses and/or Certifications as stated on the recruitment site.

COMPENSATION AND BENEFITS

The hiring range for this position is \$110,000 - \$150,000 and is commensurate with qualifications and experience of the successful candidate. The City of League City also offers an excellent array of benefits.

For more information, visit the City's benefits website:

<https://www.leaguecity.com/3760/Employee-Benefits>

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The first review of resumes will begin on **Friday, May 14, 2021**. To be considered for this exceptional career opportunity, please submit your resume, cover letter, and six work-related references (who will not be contacted without prior notice). *To review more information on the position, and to submit your materials visit: <https://www.cpshr.us/recruitment/1767>*

For additional information about this position please contact:

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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant in late-May. The City anticipates holding first round interviews in early-June. Media checks will be performed on all screened candidates, and a comprehensive reference and background check will be performed on final candidates.

