

RECRUITMENT ANNOUNCEMENT

*Rancho Santa Fe
Fire Protection District*

Fire Marshal

**\$106,000-\$129,000 Annually
Plus Excellent Benefits**

Rancho Santa Fe Fire Protection District is an equal opportunity/affirmative action employer. This agency supports work force diversity. Women and minorities are encouraged to apply.

DEADLINE TO APPLY

October 6, 2011

3:00 P.M. (PDT)

Mail:

PO BOX 410

Rancho Santa Fe CA 92067

Physical Location:

18027 Calle Ambiente

Rancho Santa Fe, CA 92067

Phone:

858-756-5971 — Business

858-756-4799 — Fax

Website:

www.rsf-fire.org



THE POSITION

Under general direction from the Fire Chief, this position is responsible for management, technical and administrative work of managing the Fire Prevention Bureau and to perform other administrative staff duties as assigned.

This is a management “at will” position.

IDEAL CANDIDATE

The ideal candidate will:

- Be a contemporary leader who demonstrates an approachable, collaborative style.
- Be knowledgeable in the principles and practices of fire inspection, plan review, enforcement and fire investigation.
- Model collaborative problem-solving, consensus building and flexibility in achieving outcomes.
- Demonstrate excellent communication skills, both verbal and written.
- Be able to develop effective partnerships with other businesses and jurisdictions.
- Be focused on empowering, mentoring and developing a higher performing team.
- Have a track record of demonstrated supervisory or leadership accomplishments.
- Demonstrate excellent customer service skills.
- Be an effective manager who can plan, develop and carry out goals and objectives, and administer the business of the Fire Prevention Bureau.

QUALIFICATIONS

Desirable

- Bachelor’s Degree in Public Administration or closely related field.
- Experience in fire prevention, fire investigation, fire code enforcement, hazardous materials management, and fire education, including divisional or departmental management experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- Technical certification or coursework in hazardous materials management, code enforcement, and fire investigation practices, or similar level of education, training, and certification.

Required

- Equivalent to an Associate’s degree with a major in fire science, fire technology, or fire administration.
- Five years of increasingly responsible experience, including three (3) years of supervisory experience in municipal or fire district. *(Must show evidence of supervisory experience and/or leadership accomplishment in their experience.)*
- Penal Code 832 certification.
- ICC Fire Code Inspector II or National Code Services Association – California Fire Code Inspector.



Rancho Santa Fe Station

The provisions of this bulletin do not constitute an expressed or implied contract. Any of the provisions in this bulletin may be modified or revoked without notice up to and including cancellation of the recruitment.



4S Ranch Station

KEY RESPONSIBILITIES

- Plans, directs and coordinates the enforcement of federal, state and local laws, codes and ordinances covering fire safety.
- Supervises all prevention staff, including hiring, evaluating, training and career development and recommending personnel actions.
- Develops and implements methods, techniques and program improvements, including establishing priorities and tracking program progress.
- Manages the fire investigation program.
- Provides technical information to architects, developers, contractors, engineers and property owners.
- Oversees the District's public education program.



New Fairbanks Ranch Station



Cielo Station

EMPLOYEE BENEFITS

Salary

\$106,123—\$129,000 per annum

This position is an FLSA Exempt position.

Management Benefit

Compensation

Currently 5% of annual salary

Retirement

Membership in Public Employees Retirement System (Cal-PERS), the formula to be determined by mutual agreement.

Health Retirement Savings Account

\$1200 annually

Vacation

10-20 working days annually, based on years of service in District.

Sick Leave

8 hours per month

Holidays

The District recognizes 11 holidays annually.

Health Plans

Group medical and dental is offered by the District and pays up to the CAP determined annually.

Life Insurance

\$50,000

Deferred Compensation

A deferred compensation plan is available.

Work Schedule

A flexible 9/80 work week schedule is offered.



Administration Office

Rancho Santa Fe Fire Protection District

PO Box 410
Rancho Santa Fe CA 92067

Phone: 858-756-5971
Fax: 858-756-4799

WERE ON THE WEB!

www.rsf-fire.org

Our Mission

The mission of the Rancho Santa Fe Fire Protection District is to "protect life, property, and environment through prevention, preparedness, education, and emergency response."



THE AGENCY

The Rancho Santa Fe Fire Protection District was formed October 14, 1946 and is organized under the Local Fire District Law of the State of California. The Fire District protects an estimated thirty-eight square miles with a population of approximately 28,000. The Fire District currently operates four fire stations with 44 safety personnel, 3 administrative staff, and 4 staff members in the Fire Prevention Bureau. The current Fire District operating budget of \$11 million is primarily funded through property taxes and a special tax collected by the County. The historic portion of the Fire District consists of primarily estate residential occupancies while the eastern portion of the district is made up of newer communities and planned Shelter-in-Place communities.

APPLICATION PROCESS

FILING DEADLINE

Your application, supplemental questionnaire, and resume must be submitted to the RSFFPD Administrative Office, in person or received via mail, **not later than 3:00 p.m. PDT on October 6, 2011.** **Postmarks or faxes will not be considered.**

HOW TO APPLY

Applicants must submit an official Fire District application form, supplemental questionnaire, and a resume to:

Tony Michel, Fire Chief.
P O Box 410
Rancho Santa Fe, CA 92067-0410
Phone 858-756-5971 EXT 101

*Application materials may be downloaded from our website:
www.rsf-fire.org.*

SELECTION PROCEDURE

All applications received will be screened based on completeness, education, training and work experience. Those applicants possessing the most desirable qualifications for the position will be invited to continue in the selection process.



TENTATIVE SELECTION SCHEDULE

Filing Deadline

October 6, 2011

Assessment Center

October 17, 2011

Oral Interview (Tentative)

October 31, 2011

or

November 1, 2011

Anticipated Date of Hire

December 2011



RANCHO SANTA FE FIRE PROTECTION DISTRICT

ATTN PERSONNEL

P O Box 410

Rancho Santa Fe, CA 92067-0410

Resumes may be attached, but they will not be accepted in lieu of this application. Please use ink or a typewriter to answer both sides of application completely. Any omissions may result in delay or disqualification.

We consider applicants for all positions without regard to race, color, politics, religion, sex, national origin, ancestry, age, sexual orientation marital or veteran status, presence of a disability, social or fraternal groups or any other legally protected status. Avoid any reference to the above, or response, which would allude to the above. Qualified individuals with disabilities are responsible for informing the Authority at least seven (7) days prior to the final filing date if assistance is needed in completing this application.

POSITION APPLYING FOR:

PERSONAL INFORMATION					
NAME (Last)		NAME (First)		NAME (Middle)	
ADDRESS (Street)		(City)		(State)	(Zip + 4)
TELEPHONE (Home)			TELEPHONE (daytime)		
EMAIL ADDRESS			18 years of age or over? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Please answer the following questions:					
1. <input type="checkbox"/> YES <input type="checkbox"/> NO Have you ever been employed by Rancho Santa Fe Fire Protection District?					
2. <input type="checkbox"/> YES <input type="checkbox"/> NO Are you related to any employee of Rancho Santa Fe Fire Protection District?					
3. <input type="checkbox"/> YES <input type="checkbox"/> NO Do you have any physical condition which may limit your ability to perform the job applied for? If yes, what can be done to accommodate your limitation?					
4. <input type="checkbox"/> YES <input type="checkbox"/> NO Have you ever been discharged or forced to resign from any position?					
5. <input type="checkbox"/> YES <input type="checkbox"/> NO Have you ever been CONVICTED of a criminal offense which resulted in your being imprisoned, placed on probation, or required to pay a fine of more the \$25?					
6. <input type="checkbox"/> YES <input type="checkbox"/> NO If hired, can you show verification of your legal right to work in the United States of America?					
* EXPLAIN UNDER REMARKS ON THE NEXT PAGE					
DRIVER'S LICENSE		SOCIAL SECURITY NO.			
No. _____					
State _____		(Needed to obtain certain education and/or training records)			
Expires _____					

EDUCATION AND TRAINING						
HIGHEST GRADE COMPLETED			NAME AND LOCATION OF HIGH SCHOOL		DID YOU GRADUATE?	
High School College Graduate					<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> GED	
1 2 3 4	1 2 3 4	1 2 3 4				
NAME AND LOCATION OF COLLEGE, BUSINESS OR TRADE SCHOOL			DATES FROM: TO:	GRADUATE YES NO	DEGREE RECEIVED	UNITS SEM/QTR MAJOR
_____			_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____
_____			_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____
_____			_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	_____	_____

NAME (Last)

Do you speak, read or write any language other than English, which may be beneficial to the position for which you are applying?

☐ YES ☐ NO If yes, what language(s)

ANSWER ONLY IF ☒



Keyboard Speed: _____ wpm

No.	REMARKS

THIS SECTION MUST BE COMPLETED EVEN IF YOU ARE ATTACHING A RESUME.

List **ALL jobs** you have held in the last **10 years** beginning with your present or most recent employment. Include active military service, if any. If you need more space, you may attach additional sheets.

EXPERIENCE

EMPLOYMENT DATE From: To:	EMPLOYER	ADDRESS
HOURS WEEKLY	YOUR TITLE	REASON FOR LEAVING
SALARY Monthly: _____ SALARY Weekly: _____	DUTIES	
SUPERVISOR'S NAME	EMPLOYERS'S PHONE NUMBER	May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe Later
EMPLOYMENT DATE From: To:	EMPLOYER	ADDRESS
HOURS WEEKLY	YOUR TITLE	REASON FOR LEAVING
SALARY Monthly: _____ SALARY Weekly: _____	DUTIES	
SUPERVISOR'S NAME	EMPLOYERS'S PHONE NUMBER	May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe Later

NAME (Last)

EMPLOYMENT DATE From: To:	EMPLOYER	ADDRESS
HOURS WEEKLY	YOUR TITLE	REASON FOR LEAVING
SALARY Monthly: _____ SALARY Weekly: _____	DUTIES	
SUPERVISOR'S NAME	EMPLOYERS'S PHONE NUMBER	May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe Later
EMPLOYMENT DATE From: To:	EMPLOYER	ADDRESS
HOURS WEEKLY	YOUR TITLE	REASON FOR LEAVING
SALARY Monthly: _____ SALARY Weekly: _____	DUTIES	
SUPERVISOR'S NAME	EMPLOYERS'S PHONE NUMBER	May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe Later

CERTIFICATE OF APPLICANT

All answers and statements in this application are true and complete to the best of my knowledge and belief. I understand that untruthful or misleading answers are cause for rejection of this application, removal of name from an eligible list, or dismissal from employment.

I certify that I have read and meet the specific requirements listed on the announcement for this examination. I understand that I may be requested to submit proof of qualifications at a later date. If upon checking these, you determine that I do not meet specific requirements, I understand that I will be disqualified.

Rancho Santa Fe Fire Protection District advises all applicants that the Authority is obligated, per the Immigration Reform and Control Act of 1986, to verify eligibility for employment in the United States. Any offer of employment will be contingent upon the employee being authorized to work in the United States and upon the employee providing appropriate documentation verifying eligibility.

In order that the Authority may verify the accuracy of the information contained in my application, I hereby authorize any former employer, its employees and representatives, or any person listed as a reference to provide any and all information they deem appropriate regarding my employment, job performance, references, education or training, and criminal history, including a right to obtain any criminal history information. This information may be provided either verbally or in writing. In addition to authorizing the release of any information regarding my employment, I hereby fully waive any rights or claims I have or may have against any former employer, its employees and representatives, or any person listed as a reference, and release any former employer, its employees and representatives, former educational institution, or any person listed as a reference from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of such information by any person or party, whether such information is favorable or unfavorable to me.

I am aware that fingerprinting may be required after employment. In addition, I am aware that after an offer of employment has been extended, I may be required to submit to a psychological and/or medical examination, which includes a drug and/or alcohol analysis. I also understand that failure to submit to or satisfactorily complete this examination may result in any offer of employment being withdrawn.

I understand that this application is not a contract of employment.

Applicant Signature

Rancho Santa Fe Fire Protection District is an Equal Opportunity/Affirmative Action Employer

Date

SUPPLEMENTAL QUESTIONS

In order to evaluate your qualifications for the position of *Fire Marshal*, the following questions have been developed to supplement the standard Rancho Santa Fe Fire Protection District employment application.

You may submit your answers in a typewritten format, however, your response per question may not exceed one (1) typewritten page, font shall be no smaller than 12 pitch and margins are to be no less than one (1) inch on all sides.

1. Describe what methods/techniques you find most successful for you to develop and facilitate open lines of communications?
2. How will your background, experience and education contribute to the mission of this Fire District?
3. Describe your management experience, and include the types of management activities (i.e. planning, directing, disciplining, mentoring and budgeting) with which you have been involved.
4. Describe the leadership accomplishments that you are most proud of and why you consider them important in your career and personal development.
5. Please write a few paragraphs but no more than a page on: "What is the role of the Fire Prevention Bureau in the organization and community?"

Please read and acknowledge the following statement

I verify the above responses to be true and correct and understand that the statements made in this supplemental questionnaire will be considered part of and subject to the terms of my employment application for this position.

Applicant's Signature

Date

This supplemental questionnaire must be signed and returned with your responses.