



The City of Corning is an Equal Opportunity Provider and Employer.

The City of Corning Invites your Interest in the Position of:

# Fire Chief

## The Process:

Please submit a completed City of Corning employment application along with a resume and cover letter to:

Fire Chief Recruitment  
c/o Lisa Linnet, City Clerk  
794 Third Street  
Corning, CA 96021

The hiring process will consist of the following:

- Review of applications and determination of best qualified candidates;
- Interview by Oral Board, Management Team and City Manager.

A target hiring date of December 3, 2017 has been set (with Monday, December 4, 2017 the actual first day of work).

## Confidentiality:

Applications will be kept confidential until the hiring process has been completed.

## Other Information:

The City of Corning is a drug and smoke free workplace, embraces diversity and encourages women and minorities to apply.



**CORRECTED FLYER**  
(See Retirement Section)

**City of Corning**  
**794 Third Street**  
**Corning, CA 96021**

**(530) 824-7033**  
**www.corning.org**



**Closing Date:**  
**5:00 p.m.**

**Friday, October 6, 2017**

**Faxed or Emailed applications**  
**not accepted. Postmarks will**  
**not be accepted.**

### The Community:

Corning is a small, rural City in the northern reaches of the Sacramento Valley where agriculture is important. The City is surrounded by olive, almond and prune orchards.

Due to its location nearly mid-way between Los Angeles and Portland, Corning is home to three large travel centers that are major employers.

About 7,600 people call the City of Corning home. Many more live in the surrounding unincorporated area. It's a friendly community that hosts events like the Veteran's Day Parade, Hometown Christmas, May Madness Car Show, Junior Rodeo and Olive Festival. The City includes several Municipal Parks, including facilities for youth baseball, soccer, swimming, basketball, tennis, and a state-of-the-art Bike and Skate Park.



The City is located on Interstate 5, about 2 hours north of Sacramento and 50 minutes south of Redding. California State University, Chico, and Butte Community College are about 20 minutes to the southeast. Shasta Community College is 45 minutes north in Redding.

**The City's 2017-2018 General Fund Budget totals over \$5.6 million and currently has a reserve Balance of about \$1.4 million.** It operates as a General Law City with a Council-Manager form of government. The City has a full-time staff of 47 and 10 part-time seasonal employees. There are four organized Bargaining Units with the current MOU's due to expire on December 31, 2019.

### Ideal Candidate:

The City of Corning seeks an experienced progressive leader to serve as its next Fire Chief. The ideal Candidate will possess strong communication skills and be extremely knowledgeable of the volunteer fire service. He/she will possess the skills and ability to adopt industry changes and incorporate such changes at the local level. The individual selected is expected to project professionalism and leadership competence, be an exceptional critical thinker and an innovative problem solver.

The ideal Candidate should be dedicated to strengthening intradepartmental relations and advocate for continued training. The reputation of the ideal Candidate should reflect that of an ethical and responsive leader and **must possess** solid external/internal communication and teambuilding skills. The ideal Candidate should display good instinct and a history of guiding the fire service environment to embrace inclusivity, diversity and new technology. The Candidate will seek to understand the Corning Fire Department's history and current culture, strive to maximize inclusivity and adherence to best practices.

**Education/Experience:** Any combination is qualifying.

- Education: High School Diploma/GED equivalent. A Bachelor's Degree from an accredited College/University in public or business administration, social sciences, fire administration or a closely related field is highly desirable.
- Experience: Five years of increasingly responsible fire service experience, including three years of supervisory and management experience in the fire service.

### Required Certifications:

- Fire Code Certification is desirable.
- Must possess a California Class "B" License and have a satisfactory driving record.

### Compensation & Benefits:

The current salary range is \$79,740 (Step "A") to \$97,908 (Step "E"). Salary will be determined based upon qualifications/experience.

- **Life Insurance:** \$100,000, City paid.
- **Deferred Compensation:** Voluntary with a City match of up to \$60/ mo. limited to one plan only. City offers three plans: AIG-VALIC, ICMA and CalPERS.
- **Administrative Leave:** 100 hours per year.
- **Holidays:** 11 Paid Holidays per year.
- **Uniform Allowance:** \$300/year.
- **Health/Vision Benefits:** Choice of plans with City contribution not to exceed \$1,341.61 mo.
- **Vacation:** 120 hrs./year after 1<sup>st</sup> year for years 1-7; 160 hrs./year for years 8-12; and 200 hrs./year after 12 years.

**PERS Public Safety Retirement formulas are defined by CalPERS as one of the following:**

**Tier 1 City (Only) Classic Members:** 3% at 50 based upon highest year.

**Tier II Classic Member:** 2% @ 60 Retirement Formula; based upon 3 year average, or

**Public Employees' Pension Reform Act of 2013 (PEPRA):** 2.7% @ 57, based upon 3 yr. average.



## **FIRE CHIEF**

### DEFINITION

Under the administrative direction of the City Manager, to plan, organize and direct the activities and operations of the Fire Department, including fire suppression, fire prevention, training, emergency preparedness, public services and programs, code enforcement and dispatching; to coordinate assigned activities with other City departments and outside agencies; to provide expert professional assistance to the City Manager, City Council, and others; to lead the Volunteer members of the Fire Department and to perform related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

Fire Chief is a single-position classification responsible for the overall leadership and administration of the Fire Department. The Fire Chief leads the Volunteer Fire Fighters, supervises office support staff, and acts as the technical advisor to the City Manager and City Council in matters pertaining to fire service and code enforcement programs and activities.

### EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

- Plans, organizes, directs and evaluates the programs and activities of the Fire Department, including fire suppression, fire prevention, emergency preparedness, public services and programs, and administration; ensures the provision of effective and efficient services to meet community needs.
- Advises the City Manager and City Council in all Fire Department matters.
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department; confers with citizens and municipal officials on fire service problems and assists in the development of solutions.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and directs the implementation of changes.
- Interprets and ensures department compliance with all City policies and procedures, standards of quality and safety, and all applicable local, state and federal laws and regulations.
- Prepares and administers the department's annual budget; monitors and approves expenditures.
- Selects, supervises, motivates and evaluates the performance of assigned staff. Provides for appropriate professional / technical training and development for staff, and implements disciplinary action as appropriate.
- Prepares and directs the preparation of periodic and special reports regarding departmental activities.
- Ensures the development and implementation of effective fire prevention and educational programs.
- Enforces City codes related to fire, nuisance and unsafe buildings; works with property owners, contractors, tenants, etc., to resolve code issues; issues citations for non-compliance; assists in prosecuting cases and provides court testimony as necessary.
- Performs fire inspections.
- Supervises and participates in fire hydrant testing.
- Responds to and takes command of emergency incidents.
- Coordinates the emergency medical and fire service portions of disaster plan development within the City.
- Oversees department dispatch operations, ensuring prompt and reliable response to public requests for emergency assistance.

- Supervises the maintenance of accurate and complete department records.
- Coordinates department activities and services with other departments, fire service agencies and other agencies as appropriate.
- Attends civic and other community meetings and events to explain and promote the activities and functions of the department and to establish favorable public relations; gives public speaking presentations as requested.
- Receives and responds to inquiries, concerns and complaints regarding department programs, activities and personnel.
- Keeps abreast of new developments in fire fighting, prevention, training and administration.
- Attends meetings, training, conferences, etc., as appropriate to enhance job knowledge and skills.

#### MINIMUM QUALIFICATIONS

##### Knowledge of:

- The Art of Leadership and building successful working relationships with Volunteers and the Community.
- All federal, state, county and city laws, codes, rules, regulations and standards affecting municipal fire service programs and activities.
- City organization and functions.
- Administrative principles and methods, including goal setting, program and budget development, implementation and control.
- Operational characteristics, services and activities of a comprehensive municipal fire protection program.
- Organizational and management practices as applied to the analysis and evaluation of fire service programs, policies and operational needs.
- Modern principles, practices, techniques and equipment of fire service operations.
- Recent developments, current literature and sources of information related to fire science and safety.
- Specialized rescue technology and hazardous materials issues.
- Geography, building construction types, major fire hazards, water supply and fire/building laws and regulations of the City.
- Fire service training techniques.
- Principles of fire dispatching.
- Code enforcement procedures and authorities of involved jurisdictions.
- California and federal emergency management agencies, mutual aid plans and procedures.
- Budget development and administration.
- Principles of supervision, training and performance evaluation.
- Public / community relations techniques.
- Modern office practices and technology, including the use of computers for data and word processing and records management.
- Proper English usage, spelling, grammar and punctuation.
- Business letter and report writing.
- Business mathematics.

##### Ability to:

- To lead Volunteer Firefighters, elected Volunteer Officers and Paid Staff toward the goals of the Department and to mediate and lead the Department Officers and Firefighters in the resolution of internal conflicts in order to maintain the effective Volunteer Team.
- Interpret, analyze and apply federal, state and local laws, rules and regulations, policies and procedures pertaining to department administration and operations.
- Coordinate programs and projects with other departments, agencies and the community.

- Develop, implement and interpret goals and procedures for providing responsive and effective municipal fire prevention and suppression services that are consistent with the City's goals and policies.
- Analyze complex problems, evaluate alternatives and make sound recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and procedures.
- Determine work priorities and effectively coordinate and schedule resources and staff to perform activities and projects within time limits.
- Prepare and administer a departmental budget.
- Select, train, supervise and evaluate the performance of assigned staff.
- Work under stressful or potentially dangerous conditions.
- React quickly and calmly in emergency situations.
- Properly use fire suppression and other work-related equipment.
- Read and interpret building and construction plans, diagrams and specifications.
- Fairly and consistently enforce City codes and ordinances as assigned.
- Appraise situations and people accurately and quickly, and adopt an effective course of action.
- Deal courteously, yet firmly and effectively with the public in emergency situations.
- Plan and participate in City disaster operations.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Interpret complex departmental projects and programs to the media and general public.
- Prepare, verify, analyze and reconcile complex records, reports and recommendations.
- Communicate clearly and concisely, both orally and in writing.
- Perform required mathematical computations with accuracy.
- Use and direct the use of computers for word and data processing and records management.
- Gain cooperation through discussion and persuasion.
- Represent the City effectively in meetings with others and make presentations to various groups.

Education and Experience:

*Any combination of education and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education:

A high school diploma or GED equivalent. A Bachelor's degree from an accredited college or university in public or business administration, social sciences, fire administration or a closely related field is highly desirable.

Experience:

Five years of increasingly responsible fire service experience, including three years of supervisory and management experience in fire service.

Other Requirements:

Must possess a California Class "B" driver's license and have a satisfactory driving record.



# City of Corning

## EMPLOYMENT APPLICATION

Return completed application to:  
 Personnel Department  
 794 Third Street • Corning, CA 96021  
 (530)824-7033 • www.corning.org

Date \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Rate of pay expected \_\_\_\_\_

Name \_\_\_\_\_ Email address \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Mailing Address (If different from above) \_\_\_\_\_  
 Home Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Message Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Are you a U.S. Citizen? Yes No If not, are you a legal resident? Yes No  
 Driver's License # \_\_\_\_\_ Class \_\_\_\_\_ State Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_  
 Were you previously employed by the City of Corning? Yes No If yes, when? \_\_\_\_\_  
 Under what names? \_\_\_\_\_  
 List any relatives working for the city:

NAME	ADDRESS	PHONE #	RELATIONSHIP
NAME	ADDRESS	PHONE #	RELATIONSHIP

Do you type? Yes No \_\_\_\_\_ WPM  
 Do you possess any licenses, permits, certificates or any experiences, skills or qualifications which would be applicable for work with the City? Please list any foreign language(s) in which you are fluent.  
 Describe \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	Name & Address of School	Course of Study	No. of Sem Units	Did You Graduate?	Diploma or Degree	Grade Point Average
High School						
College						
Other (Specify) Business, Trade, etc.						



In order for your application to be considered, the following section **MUST** be completed.

A resume may be attached but will not be acceptable in lieu of this section.

List below all present and past employment **FOR THE LAST 10 YEARS** beginning with your most recent job.

Dates Month - Year	COMPANY	POSITION HELD	STARTING SALARY
	ADDRESS	YOUR SUPERVISOR	FINAL SALARY
Start	BUSINESS	YOUR DEPARTMENT	PHONE #
End	REASON FOR LEAVING		
Total Time	YOUR DUTIES		
Dates Month - Year	COMPANY	POSITION HELD	STARTING SALARY
	ADDRESS	YOUR SUPERVISOR	FINAL SALARY
Start	BUSINESS	YOUR DEPARTMENT	PHONE #
End	REASON FOR LEAVING		
Total Time	YOUR DUTIES		
Dates Month - Year	COMPANY	POSITION HELD	STARTING SALARY
	ADDRESS	YOUR SUPERVISOR	FINAL SALARY
Start	BUSINESS	YOUR DEPARTMENT	PHONE #
End	REASON FOR LEAVING		
Total Time	YOUR DUTIES		
Dates Month - Year	COMPANY	POSITION HELD	STARTING SALARY
	ADDRESS	YOUR SUPERVISOR	FINAL SALARY
Start	BUSINESS	YOUR DEPARTMENT	PHONE #
End	REASON FOR LEAVING		
Total Time	YOUR DUTIES		

May we contact the employers listed?

Yes No If not, which one(s) may we contact?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I HEREBY CERTIFY THAT MY ANSWERS TO THE QUESTIONS IN THIS APPLICATION ARE COMPLETE, ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE. I AGREE AND UNDERSTAND THAT ANY OMISSION OR MISSTATEMENTS OF MATERIAL FACTS CONTAINED IN THE APPLICATION MAY CAUSE ME TO FORFEIT ALL RIGHTS OF EMPLOYMENT. I UNDERSTAND THAT THE INFORMATION PROVIDED BY ME WILL BE VERIFIED AND THAT FAILURE TO COMPLETELY ANSWER ANY QUESTION MAY RESULT IN MY NOT BEING CONSIDERED FOR EMPLOYMENT. **THE CITY OF CORNING IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

# APPLICANT CHARACTERISTICS

The information required on this questionnaire is voluntary, and will assist the City in its recruitment and in accurately complying with required statistical reports for federal and state agencies. This questionnaire will be detached from your application and will be kept separate and confidential. None of the information will be used to discriminate against or give preference to any individual in any personnel transaction.

PLEASE COMPLETE THE FOLLOWING:

Your Name: \_\_\_\_\_

Position for which you are applying: \_\_\_\_\_

How did you learn about this position? \_\_\_\_\_

Gender

Male

Female

Ethnic Origin

Hispanic or Latino

Not Hispanic or Latino

Race (Check one or more)

White

Black

Hispanic

Asian or Pacific Islander

Native American or Alaskan Native

Other

Do you have any physical condition or handicap which may require special accommodations?

Yes

No

If yes, what can be done to accommodate your limitation? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

The City of Corning is an Equal Opportunity Provider and Employer