



Employment Opportunity



Deputy Chief of Administration

Position Summary

The Deputy Chief of Administration is a fulltime responder responsible for the administrative functions of the City of Elk River Fire Department. This includes but is not limited to general and confidential administrative support to the fire chief; records management system, facility, and fleet maintenance, logistic management; and grant development. This individual serves as a member of the department's management team, coordinates activities with other city, county, regional, and state departments and the general public.

Essential Functions

1. Fire Suppression and Emergency Response
 - Formulates response strategies in accordance with predetermined standards; determines the nature of the incident and facilitates the plan of action; assigns staff to specific task.
 - Fills incident management roles as necessary, as assigned, and/or as required/outlined by department policies or procedures at fire, medical, hazardous materials, technical rescue, and/or largescale emergencies until relieved by a higher command authority.
 - Performs structure and wildland fire suppression, ventilation, rescue, salvage, overhaul, extrication, emergency medical support, hazardous materials response, and other emergency response functions.
 - Responds to hazardous material emergencies; identifies potential hazardous materials situation; determines strategy for dealing with incident; follows evacuation procedures, including handling of contaminated patients; supports mitigation and decontamination.
 - Performs rescue efforts and determines tactics to use while ensuring the safety of all rescue personnel and observers; participates in search operation and enters hazardous environments; administers appropriate techniques to accomplish rescue.
 - Manages, directs, leads, supervises, and coordinates special programs, teams, and functions assigned under the operations divisions.
 - Ensures the investigation of all fires as outlined by department policy and state statute.
2. Fire Department Logistics
 - Ensures the department is in a continual state of readiness.
 - Develops and implements plans for equipment repair, replacement, and preventative maintenance.
 - Monitors building systems and ensures operability.
 - Establishes and maintains an inventory control system and manages the procurement, inventory, storage, and distribution of all commodities including office supplies.
 - Serves as the department's Uniform Manager.
 - Researches vendors, pricing, and service agreements for recommendation to the fire chief.
3. General Administration
 - Provides administrative support functions for all fire stations.
 - Prepares reports, correspondence, staff reports, ordinances, and resolutions.
 - Manages the departments Records Management System and other department software programs.
 - Develops and coordinates procedures for the management of all administrative activities.
 - Conducts research as directed by the fire chief; prepares reports/special projects.
 - Provides administrative support for the fire chief, admin staff, and chief officers including work involving computer and communications systems support and statistical data.
 - Completes fire incident input and verifies data for federal, state, and local agencies.
 - Evaluates and recommends changes for Minnesota Fire Incident Reporting System.
 - Compiles and prepares statistical information for annual reports.
 - Assists in development and implementation of NFPA 1500 standard on Fire Department Occupational Safety and Health Programs, including firefighter health initiatives.
4. Financial and Working Activities
 - Assist with budget development, financial reporting, and contract management.
 - Monitors budgets, approves invoices and purchase orders; reviews monthly expense reports
 - Prepares and submits department payroll.
 - Maintains accurate records of special funds, including grants and Fire District-specific fees; responsible for collecting and tracing of District development fees.
 - Facilitates City Safety Committee.
5. Communication and Community Involvement
 - Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, city management, staff, and the public.
 - Assists department staff with public communication efforts.
 - Represents the department to other departments, agencies, community groups and/or the general public; participates in meetings, conferences, workshops, trainings, etc., as assigned; attend City Council meetings as needed.

Starting annual salary is \$76,137
(Grade 6E, exempt)

Apply by **Friday, July 10, 2020**
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6. Performs other essential job duties
- Regular and timely work attendance
 - Follows all safety procedures
 - Participates in fire and safety training

Required Knowledge, Skills, and Abilities

- Knowledge of firefighting equipment practices, principles, methods, and techniques utilized in modern fire suppression.
- Knowledge of principles and practices of organization, and administration.
- Knowledge of general administrative processes.
- Knowledge of principles and practices of budget preparation, accounting, and administration in a municipal government or similar industry.
- Skilled in performing Incident Command/Safety Officer responsibilities at emergency scenes.
- Skilled in communicating clearly and concisely, both orally and in writing, and exhibiting experience with public presentations.
- Ability to function and develop solutions in a strict fiscal environment.
- Ability to plan, organize, and analyze facts to identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to develop, manage, and implement an inventory control system.
- Ability to work with sensitive and confidential information.
- Ability to plan, initiate, and complete work assignments with minimal direction.
- Ability to efficiently use information systems and procedures (word processing, spreadsheet, and presentation software) in an effective and efficient manner.
- Ability to respond professionally to stressful situations and with good stress management skills.
- Understands and effectively applies rules and regulations pertaining to local government agencies/special districts, including municipal fire departments and fire districts.

Minimum Qualifications

- Five years training and experience as a firefighter and holding a fire officer position
- Demonstrated experience and competence with Microsoft Office Suite
- Five years of increasingly responsible technical, administrative, or analytical experience in public agency/special district or any combination of experience and training that would likely provide the required knowledge and abilities.
- Valid driver's license with good driving record
- Certified NFPA 1001 Firefighter I & II, NFPA 1041 Fire Instructor I, and NFPA 1021 Fire Officer I
- Completed National Incident Management System (NIMS) course IS 100, IS 200, and IS 700
- Local Hazard Zone (Blue Card) Certified within 6 months of hire
- Licensed Fire Fighter by the state of Minnesota or ability to obtain within 6 months of hire
- Certified First Responder

Preferred Qualifications

- Associate's or Bachelor's degree in fire science or equivalent
- Management experience in supervision, administration, and training
- ICS/NIMS Certification



This position description is not intended to be all-inclusive. It is within the City of Elk River's discretion to assign additional duties and responsibilities or remove duties and responsibilities at any time. This position description does not constitute a Contract of Employment.

City Leadership



The Elk River Vision:

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity.

Elk River City Council Mission Statement:

Where council and staff work with citizens to develop a sustainable and prosperous community for all to live, work, and play and to appropriately govern in an ever-changing environment.

Elk River Value Statements:

- *Welcome a revolutionary spirit that fosters a culture of exceptional service and community participation.*
- *Nurture resourcefulness to leverage strengths and drive community prosperity.*
- *Cultivate/Revolutionize an environment to encourage and inspire diverse and meaningful engagement.*

Elk River Fire Department

The Elk River Fire Department has a rich history in this community. With its formal inception dating back to 1881, ERFD proudly serves the City of Elk River, the City of Otsego, and a portion of Big Lake Township. It serves a total population of approximately 35,000 and 66 square miles of fire coverage area.

ERFD is led by a full time fire chief who reports directly to the city administrator. Staff reporting to the fire chief includes a full time Assistant Chief of Operations and Training, Deputy Chief of Administration, Deputy Chief of Community Risk Reduction and an Administrative Assistant. Each Elk River Fire Station has a captain(s) and lieutenant(s) chosen from within the department after completion of an Officer Development Program. The department's Technical Rescue Team and Honor Guard are hallmarks of the department's commitment to the community.

The department has two state of the art fire stations to effectively serve the citizens. Station 1 is located at 415 Jackson Avenue and Station 2, built in 2003, is co-located with the city's public safety building at 13073 Orono Parkway. To meet service needs, Station 3 is in architectural design and projected to be operational by 2022. The Fire Department works closely with a non-profit ambulance service that is located at Station 1 and numerous firefighters serve as emergency medical technicians for the ambulance service.

Elk River Fire Department is a prevention oriented department, with five full time staff members, and 45 on-call employees. In keeping with the prevention oriented theme of ERFD, public outreach and education on fire safety is a top priority. The department also holds an annual regional fire academy for new firefighters in Elk River and the surrounding communities with the goal of graduating firefighters to carry forward a tradition of excellence.

In 2018, the department was recognized as WCCO Viewers' Choice "Best Fire Department in Minnesota."

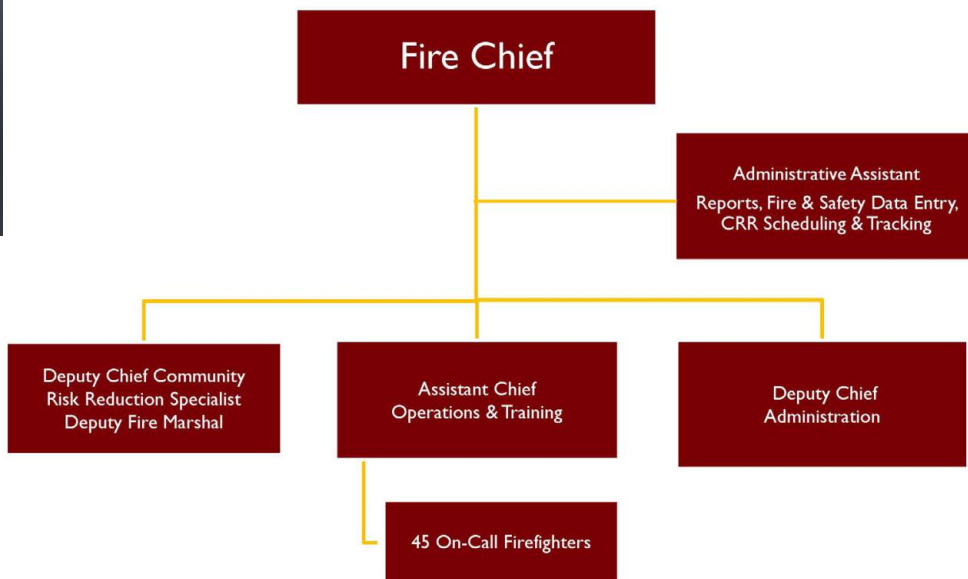




ERFD Organizational Chart



Elk River Fire Department Chief Mark Dickinson was sworn in on December 3, 2018. Chief Dickinson was previously a District Chief with the St. Paul Fire Department and has over 20 years of experience in fire and EMS. During his career, Dickinson specialized in many areas of the field including Emergency Management, Hazardous Materials Specialist, Nationally Registered Paramedic, rescue squad captain, MN USAR Task Force One, among other specialties. Chief Dickinson brings dedication and a high level of experience and professionalism to the ERFD that he wants all applicants to be prepared to bring as well.





About Our Community

Elk River is located just 35 miles northwest of Minneapolis-St. Paul between the Twin Cities and St. Cloud on the Mississippi River. As the Sherburne County Seat, the city covers an area of 44 square miles making it one of the largest land-based cities in the state and the largest city within the county with nearly 25,000 residents. The city continues to develop while retaining its historical perspective and small-town flavor. Highways 10, 169, 101, nearby Interstate 94, and the Northstar Commuter Rail provide fast and easy access to the greater metropolitan area as well as the gateway to Minnesota's lake country.

Designated a Minnesota Energy City, Elk River is internationally recognized for innovative and progressive leadership in energy conservation, alternative energy, public education, and environmental stewardship.

Elk River is a great place to live and work. The city has invested in parks, facilities, and recreation opportunities for all ages to enjoy. Educational opportunities exist at highly-

regarded public, charter, and private schools serving residents from kindergarten to post-secondary education. The community is proud of its full spectrum of housing options for all ages and lifestyles.

The city has 41 parks totaling nearly 1,444 acres ranging from neighborhood and community parks, playfields, and beaches to vast acres of primitive green space. A river city, the community has public access to the Mississippi and Elk Rivers as well as Lake Orono.

Elk River has 75 miles of paved and unpaved walking trails including access to the Mississippi River Trail (MRT). The MRT courses along America's backbone, the Mississippi River, from its headwaters in Itasca, Minnesota to the Gulf of Mexico.

A truly Powered by Nature community, Elk River offers numerous seasonal outdoor activities including hockey, ice skating, and downhill sledding at the historic Handke Pit,

disc golf, Hillside Park mountain bike course, trails, cross-country skiing, fishing, swimming, beach volleyball, lake and river boat launches and a splash fountain.

Rivers Edge Commons Park, overlooking the Mississippi River in the historic downtown district, is host to free weekly outdoor summer concerts that are a favorite of young and old alike! The city also owns, operates, and programs an indoor ice arena, a senior activity center and a LEED-certified library.

Community Quick Facts

Population	25,213
Median Age	37.1
Land	44 sq. miles
Water Area	1.52 sq. miles
Parks	41 parks covering 1,444 acres
Trails	35 miles of paved trails





Farmers Market

Elk River Parks and Recreation hosts a weekly Farmers Market every Thursday from June through October in the heart of Elk River in the downtown Park Plaza parking lot. The Farmers Market often has live music as well as special guests and promotions throughout the season.

Riverfront Concert Series

One of Elk River's most popular summer events is the Riverfront Concert Series, sponsored by the Bank of Elk River and hosted by Parks and Recreation. These free concerts are on Thursday nights at 7:00 p.m. from June through August at the beautiful Rivers Edge Commons Park.

Entertainment in the Park

Each summer, Parks and Recreation hosts a series of free community performances geared toward younger audiences at Orono Park. The series begins in June and runs through August every Thursday morning at 10:30 a.m.



Elk RiverFest

Elk RiverFest is celebrated on the first Saturday in July, in beautiful downtown Elk River. Complete with family activities, vendor booths, food trucks, beer and wine sampling, live music and fireworks, Elk RiverFest has something for the entire family!

Halloween Spooktacular

Get on your silliest costume and join the Parks and Recreation Department for a Halloween Spooktacular event each year in October. There are games, a treat trail, DJ, bounce houses, hay rides, a costume contest, bingo and more!



Night to Unite

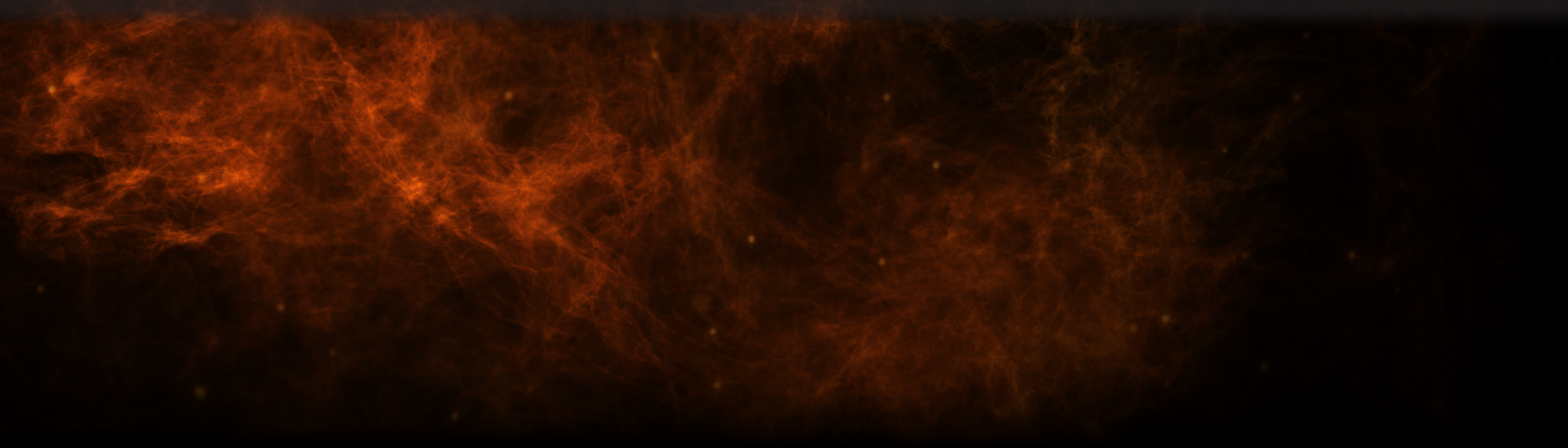
This annual event offers residents a unique opportunity to get to know their neighbors, chat with local law enforcement officials, and ultimately build a safer community. For over 20 years, Elk River neighborhoods have organized Night to Unite block-parties, with a record-setting 65 parties in 2019.

Santa in the Park and Downtown Tree Lighting

Celebrate the holiday season at the annual Tree Lighting Ceremony at Rivers Edge Commons Park. This family-friendly event gives kids a chance to take photos with Santa and Mrs. Claus, enjoy a petting zoo, and much more!

Community Events





13073 Orono Parkway
Elk River, MN 55330