



**CITY OF MINNEAPOLIS**  
invites applications for the position of:

## **Fire Chief**

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<b>SALARY:</b>	\$149,843.20 - \$177,627.84 Annually
<b>JOB TYPE:</b>	Full-time
<b>DEPARTMENT:</b>	Fire
<b>LOCATION:</b>	City Hall, 350 South 5th Street, Minneapolis
<b>VACANCIES:</b>	1
<b>CLOSING DATE:</b>	Continuous
<b>POSTING TYPE:</b>	Appointed

### **POSITION DESCRIPTION:**

As the largest and most vibrant city in the state, Minneapolis depends on purposeful, dedicated and innovative employees. Minneapolis has a large variety of careers for people of all experiences and backgrounds who come together for a singular purpose--serving the residents, businesses and visitors of Minneapolis.

The [Fire Chief](#) provides leadership, planning, and direction to the department administration, Fire Prevention Bureau, and the Fire Suppression Force. Under the Fire Chief's direction these divisions are responsible for the coordination of City planning and preparation for disaster relief, provide liaison and coordination with Federal, State, County, and local jurisdictions relative to civil defense activities, and assure implementation of Federal and State Civil Defense Program requirements.

The Minneapolis Fire Department is a customer service organization committed to providing professional emergency and non-emergency services to protect lives, property, and the environment of our community and the region we serve.

**The position will remain open until filled, and priority consideration will be given to those who submit a resume by August 31, 2020.** Qualified applicants **internal to the City** can submit a resume directly to the Mayor. All qualified **external** applicants should submit a resume at [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs).

### **JOB DUTIES AND RESPONSIBILITIES:**

- Provide executive management and leadership for the Minneapolis Fire Department.
- Effectively measure, report on, and improve the Fire Department performance.
- Promote and ensure employee safety, health, and wellness.
- Insure a respectful and productive work environment and foster a good working relationship with employee unions.
- Develop, train, and evaluate employees to increase personal/departmental performance and develop future leaders.
- Develop and implement an effective deployment model for emergency response to all calls for service.
- Provide Incident Command for large scale emergency events, including man-made and natural disasters.
- Oversee and monitor the department's annual budget ensuring financial compliance and restraint to remain within authorized appropriations.
- Enforce Fire and Building Codes.
- Develop relationships at the national, state, and local levels with fire service organizations and participate in fire service boards and committees.
- Ensure investigation of fires and determine causes.
- Promote legislation to reduce firefighter and public risk.

**Working Conditions:** Office with occasional field

## **REQUIRED QUALIFICATIONS:**

**Education:** Bachelor's Degree in Fire Science, Fire Administration, Public or Business Administration, a related field or equivalent.

**Experience:** 10 years of progressive operational experience in a large paid Fire Department with a minimum of five years of upper-management and supervisory experience.

**Certification/License:** Fire Chief Certification and/or completion of Executive Fire Officer Program, Firefighter License, EMT Certification, Hazardous Materials Certification and Valid Driver's License.

**Equivalency:** An equivalent combination of education and experience closely related to the duties of the position MAY be considered.

**Background Check:** The City has determined that a criminal background check and/or qualifications check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be further considered for the position.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Outstanding and demonstrated experience in leading a large paid Fire Department, working with diverse communities, and centering equity in their work.
- Strong written, oral and interpersonal communications skills with the ability to manage stress and diffuse high tension situations.
- Knowledge of Emergency Preparedness and Incident Command Systems for natural and man-made disasters, including a deep understanding of the Incident Command System.
- Excellent decision making, problem solving and analytical skills.
- Ability to think strategically and manage diverse and multiple functions, including embracing change in a fast-paced, dynamic municipal environment.
- Excellent people skills and a demonstrated ability to lead, manage and supervise the work of others.
- Ability to collaborate with top level executives, elected officials, and stakeholders.

In addition, the City has adopted the following competencies for all leadership positions:

- **FOCUS ON RESULTS:** drive for results, establishes stretch goals, takes initiative;
- **PERSONAL CAPABILITY:** technical/professional expertise, solves problems and analyzes issues, innovates, practices self-development;
- **CHARACTER:** displays high integrity and honesty;
- **LEADING CHANGE:** develops strategic perspective, champions change, connects the group to the outside world; and
- **INTERPERSONAL SKILLS:** communicates powerfully and prolifically, inspires and motivates others to high performance, builds relationships, develops others, collaboration and teamwork.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.minneapolismn.gov/jobs>

Position #2020-00219  
FIRE CHIEF  
KM

250 South 4th Street  
Room #100  
Minneapolis, MN 55415  
(612) 673-2282

[human.resources@minneapolismn.gov](mailto:human.resources@minneapolismn.gov)

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