

November 15, 2010

Milwaukee Fire Department
Promotional Opportunity
ASSISTANT FIRE CHIEF

Current Pay Range 867, \$110,434 - \$124,201 (appointment is at 4th step \$124,132)

Proposed Pay Range: SG 016, \$95,030 - \$133,049)*

**A proposal to reallocate the Assistant Fire Chief position from PR 867 to Salary Grade 016 of the Management Pay Plan is expected to be submitted to the Fire and Police Commission and the Common Council before the end of the year.*

Due to a departmental reorganization approved by the Fire and Police Commission and pending salary approval by the Common Council by the end of 2010, a total of three Assistant Fire Chief openings will most likely exist effective January, 2011.

Note: The Fire Chief reserves the right to fill future vacancies in the exempt rank of Assistant Fire Chief occurring prior to June 1, 2011 solely with a person(s) who has participated in this selection process.

Assistant Fire Chiefs function in leadership capacities supporting the department's mission, values, customer service, and fiscal responsibilities. They will be responsible for identifying and implementing bureau efficiencies, developing and implementing operational policies for their respective bureaus, and developing and adhering to sound fiscal management practices. Assistant Chiefs under the new MFD organizational structure will be responsible for managing their respective bureau and working as a team with the Fire Chief to manage the MFD. A non-civil service process will be used to fill vacant positions in the exempt rank of Assistant Fire Chief.

Operations Bureau - Oversee the Firefighting Division, which includes all sworn field-assigned personnel in five battalions, the Incident Safety Office, the Fire Investigation Unit, and the Special Operations Division, which includes the Marine Operations, Heavy Urban Rescue and Hazardous Materials teams.

EMS/Training/Education Bureau - Oversee the Emergency Medical Services (EMS) Division, which includes coordinating licensing, training, writing EMS procedures, and assigning of the department's paramedics, and the Training Division, which includes coordinating all new recruit training and ongoing in-service training for all sworn members. This position also oversees the coordination of the department's public relations and community education programs and supervises the department's health and safety office, which studies injuries, recommending new procedures or adjusting current ones to alleviate recurring, preventable injuries.

Support Bureau - Oversee the Administration Division, which includes budget, payroll, recordkeeping, and human resources, the Construction and Maintenance Division, which includes the purchase and maintenance of all MFD apparatus and buildings, and the Technical Services Division, which includes dispatch, computer technical support, and communications systems.

MINIMUM REQUIREMENTS

One year of experience at the Battalion Chief level or higher with the Milwaukee Fire Department as of November 15, 2010.

A Bachelor's Degree in Fire Science, Emergency Management, Public or Business Administration, or related field.

Equivalent combinations of education and experience may be considered.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

- Demonstrated operational, fiscal management, and supervisory competence. A commitment to the values of the department as set forth by mission, vision and policy; the ability to positively lead employees toward success through the development of skills and competencies.
- Proven leadership and supervisory skills including the ability to effectively plan and organize activities, allocate resources, establish priorities, and effectively delegate and motivate subordinates to accomplish goals.
- Ability to reach logical, reasonable, acceptable conclusions and develop appropriate recommendations based on the evidence at hand.
- Ability to identify, implement and evaluate policies and procedures in compliance with the strategic needs of the department and the priorities established by the Chief of Police.
- Demonstrated initiative-taking, problem-solving, critical thinking, and decision-making.
- Ability to develop and enhance the management skills of senior executive staff members while fostering cooperation among the bureaus and divisions of the department.
- Excellent communication skills, including the ability to organize and present complex material in a clear, concise, and accurate manner both orally and in writing.
- Ability to establish and maintain collaborative working relationships with other City agencies, public officials, governmental entities, policymakers, elected officials and community stakeholders.
- Ability to understand and adequately respond to different perspectives and points of view while maintaining appropriate management and control.

SELECTION PROCESS AND APPLICATION PROCEDURE

The Assistant Chief selection process will be job-related and will consist of two parts:

1. An evaluation of résumés and responses to a writing assignment. Résumés and writing assignment responses of qualified applicants will be reviewed by a panel consisting of the Fire Chief and subject matter experts from outside the department.

2. Based on the results of the evaluation of résumés and writing assignment responses, the most qualified applicants will be interviewed by a panel consisting of the Fire Chief and subject matter experts from outside the department.

Résumés must include the following sections: *formal education, MFD work history, job-related training and/or certifications, and community service*. For the writing assignment, candidates will be provided with a set of questions and will be asked to prepare written responses to those questions. The final selection process ranking will be based upon the results of both the written material assessment and the oral interview.

Letters of interest must be received in the office of the Fire Chief no later than **4:00 p.m., Wednesday, November 24, 2010** to be considered. Qualified candidates will be provided with the written assignment on **Monday, November 29, 2010**. The written assignment may be picked up in the Fire Chief's office starting at 7:00 a.m. on Monday, November 29, 2010. Written assignments and résumés must be received in the office of the Chief no later than **4:00 p.m., Monday, December 13, 2010**. Interviews will be conducted during the month of January.



MARK ROHLFING
Chief

MR/jlb
Jobdesc\Chief\Hiring\AC Posting - MR