

July 3, 2012

Milwaukee Fire Department
Promotional Opportunity/Job Posting
ASSISTANT FIRE CHIEF

Current Salary Range (4RX), \$3,655.01 to \$5,117.27 biweekly; subject to ordinance.

Assistant Fire Chiefs function in leadership capacities supporting the department's mission, values, customer service, and fiscal responsibilities. They are 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 Fire Chiefs under the MFD organizational structure are responsible for managing their respective bureau and working as a team with the Fire Chief to manage the department as a whole. A non-civil-service process will be used to fill vacant positions in the exempt rank of Assistant Fire Chief.

Operations Bureau - Oversees 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 Marine Operations, Heavy Urban Rescue and Hazardous Materials teams.

EMS/Training/Education Bureau - Oversees the Emergency Medical Services (EMS) Division, which includes coordinating licensing, training, writing EMS procedures, and assigning of the department's paramedics. Oversees the Training Division, which includes coordinating all new recruit training and ongoing in-service training for all sworn members plus the coordination of the department's public relations and community education programs. This position also 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 - Oversees the Administration Division, which includes budget, payroll, recordkeeping, and human resources, the Construction and Maintenance Division, which includes the purchase and/or 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 July 1, 2012.

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

Equivalent combinations of education and job-related training may be considered.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

- Demonstrates operational, fiscal management, and supervisory competence. Shows commitment to the values of the department as set forth by mission, vision and policy. Has the ability to positively lead employees toward success through the development of skills and competencies.
- Presents 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.
- Possesses the ability to reach logical, reasonable, acceptable conclusions and develop appropriate recommendations based on the evidence at hand.
- Possesses the ability to identify, implement and evaluate policies and procedures in compliance with the strategic needs of the department and the priorities established by the Fire Chief.
- Demonstrates initiative-taking, problem-solving, critical thinking, and decision-making.
- Possesses the ability to develop and enhance the management skills of senior executive staff members while fostering cooperation among the bureaus and divisions of the department.
- Must have excellent communication skills, including the ability to organize and present complex material in a clear, concise, and accurate manner both orally and in written format.
- Possesses the ability to establish and maintain collaborative working relationships with other City agencies, public officials, governmental entities, policymakers, elected officials and community stakeholders.
- Possesses the 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 Fire Chief selection process will be job-related consisting of two parts:

1. An evaluation of résumé and responses to a written assignment. Résumés and written 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 written 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 written 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 and résumés must be received in the office of the Fire Chief no later than **1600 hours on Monday, July 16, 2012** to be considered. Letters and résumés may be hand-delivered to the Fire Chief's office or emailed to cheryl.finger@milwaukee.gov.

Qualified applicants will be provided with the written assignment on **Friday, July 20, 2012** via their personal milwaukee.gov email account unless they direct Cheryl otherwise. Written responses must be emailed to cheryl.finger@milwaukee.gov and received no later than **0700 hours on Monday, August 6**.

Emails will be replied to indicating receipt.

Interviews will be conducted during the month of August or September.


MARK ROHLFING
Chief