



POSITION ANNOUNCEMENT CITY OF HELENA, ALABAMA FIRE CHIEF

PURPOSE: To fill open position

SALARY RANGE: \$121,420.00 - \$144,981.72

CLOSING DATE: Friday September 8, 2023 5:00PM CST

The City of Helena is seeking an accomplished fire service professional to serve as the next Fire Chief. The successful candidate will lead the Fire Department and achieve operational success through their vision, strategy, and leadership. The Fire Chief will also serve as the Emergency Management Director where they will work closely with other members of the cities team to implement effective preparation and leadership to prepare our community and city leaders for large scale events.

The Fire Chief is an executive level position that reports to the mayor and will work closely with their leadership team as well as other key stakeholders. This position requires creative and strategic leadership and a strong financial foundation with the ability to fully implement best practices for deployment of firefighting resources as well as disaster management. The Fire Chief must have a vision for the future and be able to guide their department into the future.

Fringe Benefits Include: Group Medical Insurance, State Retirement, Paid Holidays, Sick Time and Paid Vacation Leave.

HOW TO APPLY: Applications and qualifications may be obtained in person from the City of Helena City Clerk's office, Monday - Friday between the hours of 8AM - 5PM or for your convenience the forms can be downloaded from the City website for completion.

A current resume must be attached along with the completed application. (A resume will not be accepted in place of the required completed application forms.)

The completed application and resume should be placed in a sealed envelope and be clearly marked "Fire Chief Applicant" with the date and time it is submitted. All completed application packets should be hand delivered to the Helena City Hall, c/o the Helena City Clerk's Office, 816 Hwy 52 East, Helena AL 35080. Applications will only be accepted via hand delivery Monday - Friday 8am - 5pm, closing date is 5:00pm CST, Friday September 8, 2023. Absolutely no applications will be accepted after this deadline.

(NO EMAILED OR ONLINE APPLICATIONS WILL BE ACCEPTED)

THE CITY OF HELENA IS AN EQUAL OPPORTUNITY EMPLOYER. It strives for the constant improvements to the public service by employing and developing the best qualified people available regardless of their race, color, creed, sex, political beliefs, national origin, age or handicap.



HELENA
A L A B A M A

Job Description City of Helena Fire Chief

The Fire Chief is a key member of the Mayor's Executive Leadership Team and works closely with them as well as other key regional stakeholders. The next Fire Chief will be joining a high-energy, creative, and professional executive management team and will assume command of a professional organization with a tradition of providing excellent service. In addition to providing oversight and leadership for the day-to-day operational activities of the Department, the Fire Chief will serve as the director of Emergency Management. The Chief is also responsible for establishing and maintaining a positive employee/labor relations climate and the proper and efficient use of both human and financial resources. The Fire Chief will work closely with the fire department union leaders to ensure an open and effective line of communication is maintained. Specific responsibilities and skills required of the Fire Chief.

Note: All duties listed may not be found in each position, nor does the list include all tasks which may be assigned to positions in this class.

- Providing strong leadership that will inspire achievement and earn the confidence of the community, Mayor, Council, Department personnel, and surrounding agencies.
- Articulating a vision and leading the development of strategic and master plans in support of that vision.
- Effectively managing the Department's financial resources and in communicating the Department's financial structure and position to internal and external stakeholders.
- Possessing a participative leadership style and working effectively with the Mayor, Department Heads, other agencies, and the affiliated labor association toward the common good of the department and the community.
- Ensuring professional development of command staff and team members that will enhance their success as managers and facilitating positive team member morale and strong organizational performance.
- Establishing collaborative working relationships and partnerships with community and neighborhood associations, business groups, development organizations, and other agencies to pursue a common goal of community safety.
- Providing an appropriate flow of information to citizens, the media, interest groups, and serving as the primary spokesperson on matters pertaining to the Fire Department and Emergency Management.
- Performs related work as required.

The selected candidate for consideration as the City of Helena's next Fire Chief will be an experienced fire services manager and administrator who possesses the **“courage to lead”** with outstanding interpersonal and organizational skills. The ideal candidate will have the ability to develop a vision, strategy, and roadmap to lead the Fire Department and its partners. This top executive will have exceptional communication skills and be able to work effectively as the leader of a team. The ideal candidate will be amiable, open, and honest and possess a reputation as a firm, competent, fair, and consistent manager with high ethical standards and consistent professional conduct.

The Fire Chief will establish positive relationships with team members throughout the organization and place a high value on the professional development of the team. The Chief must have a reputation as an effective developer, motivator, and evaluator of personnel with a reputation for providing training and education equitable for all. The Fire Chief will be considered a progressive leader within the fire service and be recognized for being an outgoing contributor to the advancement of the profession.

In summary, the Fire Chief will be a positive influence on day-to-day operations, have a “can-do” attitude, and will be comfortable with a hands-on approach to all aspects of operations.

Required Minimum Qualifications

- Bachelor's degree from an accredited University or College
- A minimum of five (5) years of increasing responsible firefighter management experience, such as Lieutenant or above
- Live in or establish primary residence within five (5) miles of the corporate limits of the City of Helena within the first 3 months of hire.
- Licensure and Certifications
 - Current Nationally Registered Paramedic
 - Current Certified Fire Fighter
 - Fire Instructor II
 - Fire Officer III
 - Fire Inspector I
 - Health and Safety Officer
 - Haz-Mat Technician
 - Apparatus Operator
 - Ariel Apparatus Operator
 - Live Fire Instructor
 - NIMS 100, 200, 300, 400, 700, 800

The select appointment will be the most highly qualified candidate based on a combination of education, career experience and accomplishments that best fit the needs of the City of Helena.



HELENA
A L A B A M A



Application for Employment City of Helena Fire Department

FAILURE TO FOLLOW ANY INSTRUCTIONS PROVIDED WILL RESULT IN AUTOMATIC DISQUALIFICATION

Instruction Information Sheet

This sheet has been prepared for your aid in executing the application for employment with the City of Helena Fire Department. If there are questions which are not applicable to you, please indicate this fact by the notation "N/ A" in the appropriate space.

If additional space is needed for any section or question on the application, or if you wish to furnish additional information, attach sheets of the same size as this application, follow the same format as on the application, and number answers to correspond to the questions.

The application must be clear and legible, and abbreviations are not acceptable. We prefer blue ink. Applications submitted in pencil will not be accepted. A current resume is also required and should be attached to the completed application.

Effects of Nondisclosure

A false answer to a question in the employment application may be grounds for not employing you, or for dismissing you after you begin work. All statements are subject to investigation, including a check of your fingerprints, police records, academic records, and former employers. All information you give will be considered in reviewing your statement.

THE CITY OF HELENA IS AN EQUAL OPPORTUNITY EMPLOYER. It strives for the constant improvements to the public service by employing and developing the best qualified people available regardless of their race, color, creed, sex, political beliefs, national origin, age or handicap.

**Application for Employment
City of Helena
Fire Chief**

I. Personal History

Full Name (Last, First, Middle)

List all other names you have used including nicknames (for female furnish maiden name). If you have used any surnames other than your true name, during what period and under what circumstances were these names used?

Date of Birth_____

Place of Birth_____

Age_____

Sex_____

Social Security #_____

Marital Status_____

Spouse Full Name_____

Citizenship (Country)_____

Citizenship Acquired by:

Birth_____ Marriage_____ Naturalization_____

Naturalization Certificate #_____

Date and Place of Naturalization_____

Driver License State_____

Driver License Number_____

II. Residences

Current Address _____

City_____ State_____ Zip_____

Home Phone _____ Work Phone _____

ACTUAL PLACES OF RESIDENCE FOR THE PAST 10 YEARS

Any applicant who has been out of high school for more than 10 years must include addresses while at school and in the military. For college on-campus residence, give dorm name, city and state. If residences in military service cannot be shown as street address, indicate complete military unit designation and location by city, state and country. **Post Office Boxes are not acceptable addresses.**

[illegible]

III. Education

High School

Name_____ Address_____

Years Attended_____ Year Graduated_____

GED_____ Year Obtained_____

College

Name_____ Address (City, State)_____

Major	Minor	Years Attended	Degree	GPA
_____	_____	_____	_____	_____

Name_____ Address (City, State)_____

Major	Minor	Years Attended	Degree	GPA
_____	_____	_____	_____	_____

Name_____ Address (City, State)_____

Major	Minor	Years Attended	Degree	GPA
_____	_____	_____	_____	_____

Specialized Schools

Name

Address (City, State)

Study or Specialization

Date Attended

Graduate

Yes___

No___

Name

Address (City, State)

Study or Specialization

Date Attended

Graduate

Yes___

No___

Name

Address (City, State)

Study or Specialization

Date Attended

Graduate

Yes___

No___

Name

Address (City, State)

Study or Specialization

Date Attended

Graduate

Yes___

No___

Have you ever been dismissed from a school, or had any disciplinary action ever taken against you during your scholastic career?

Yes___

No___

School

Date

Action

IV. Employment History

Include chronological history of employment starting with current or most recent position. Account for all periods including casual employment and all periods of employment. Be sure to include military experience, if applicable.

Name of Organization	Date Employed From/To
_____	_____
Phone Number_____	Full Time____ Part Time____
Salary_____	Title of Position_____
Name of Immediate Supervisor_____	
Reason for Leaving_____	
Description of Work/Duties_____	

Name of Organization	Date Employed From/To
_____	_____
Phone Number_____	Full Time____ Part Time____
Salary_____	Title of Position_____
Name of Immediate Supervisor_____	
Reason for Leaving_____	
Description of Work/Duties_____	

Name of Organization

Date Employed From/To

Phone Number_____

Full Time____

Part Time____

Salary_____

Title of Position_____

Name of Immediate Supervisor_____

Reason for Leaving_____

Description of Work/Duties_____

Name of Organization

Date Employed From/To

Phone Number_____

Full Time____

Part Time____

Salary_____

Title of Position_____

Name of Immediate Supervisor_____

Reason for Leaving_____

Description of Work/Duties_____

If additional space is needed, attach additional sheets to the application in the same format.

Have you ever been dismissed or asked to resign from any employment or position you have held: Yes____ No____

If you answer "Yes", set forth your explanations on an attached sheet indicating the name of the company, your dates of employment and the reason(s) for your dismissal/resignation.

V. Military Record

Have you ever served in the Armed Forces of the United States? Yes____ No____

Branch of Military Service_____ Type of Discharge_____

Date of Active Duty From_____ To_____

Service #_____

Member of the Reserve Yes____ No____

Branch of Service (Reserve)_____

National Guard Present____ Former____ None____

If you attend drills, meeting or camps; give name of unit and location.

VI. Professional References

Give three references (not relatives or present employers, fellow employees, or school teachers, who are responsible adults of reputable standing in their communities, such as property owner, business or professional men or women including your physician, if you have one, who have known you well for at least five years, preferably those who have known you during the past five years. If retired, give former occupation.

1. Name_____

Home Address_____

Business Address_____

Home Phone_____

Business Phone_____

Years Acquainted_____ Occupation_____

2. Name_____

Home Address_____

Business Address_____

Home Phone_____

Business Phone_____

Years Acquainted_____ Occupation_____

3. Name_____

Home Address_____

Business Address_____

Home Phone_____

Business Phone_____

Years Acquainted_____ Occupation_____

VII. Social References

Give three references (not relatives or present employers, fellow employees, or school teachers, who are responsible adults of reputable standing in their communities, such as property owner, business or professional men or women including your physician, if you have one, who have known you well for at least five years, preferably those who have known you during the past five years. If retired, give former occupation.

1. Name_____

Home Address_____

Business Address_____

Home Phone_____

Business Phone_____

Years Acquainted_____ Occupation_____

2. Name_____

Home Address_____

Business Address_____

Home Phone_____

Business Phone_____

Years Acquainted_____ Occupation_____

3. Name_____

Home Address_____

Business Address_____

Home Phone_____

Business Phone_____

Years Acquainted_____ Occupation_____

Have you ever been a plaintiff or defendant in a court action? Yes___ No__

If yes, give date, place, court, names of parties involved, nature of action, and final disposition.

VIII. Financial Status

Do you have any source of income other than your salary or of your spouse?

Yes___ No___

If yes, specify amount and source._____

Have you ever been in or petitioned for bankruptcy?

Yes___ No___

If yes, give particulars, including court and date._____

Have you ever been served or involved in a civil action for garnishment of wage or property?

Yes___ No___

If yes, give particulars, including court and date._____

IX. Relatives Employed by the City of Helena

List the complete names of any relatives (including in-laws) who are employed by the City of Helena.

Name_____

Relation_____ Department_____

Name_____

Relation_____ Department_____

X. Friends/Acquaintances Employed by the City of Helena

List the complete names of any friends and acquaintances who are employed by the City of Helena.

Name_____ Department_____

Name_____ Department_____

Name_____ Department_____

Name_____ Department_____

Name_____ Department_____

XI. Physical

Height_____ Weight_____

XII. Personal Declarations

Do you use intoxicants? Yes___ No___

If yes, to what extent?_____

Do you use or have ever used such items as marijuana, hashish, cocaine, LSD, amphetamines, heroin, or drug of similar nature? Yes___ No___

If yes, complete the following items for each drug used.

Drug_____ How taken_____

Circumstance_____ How many times used_____

First time used_____ Last time used_____

List the names of Federal, State, and local agencies to which you have applied for employment.

If, to your knowledge, any of the above agencies have conducted an investigation of you, indicate the name of the agency and the approximate date of investigation.

Are you now, or have you ever been a member of any foreign or domestic organization, association, movement, group, or combination of persons which is totalitarian, fascist, communist, or subversive, or which has adopted, or shows a policy of advocating or approving the commission of acts of violence to deny other persons their rights under the Constitution of the United States, or which seeks to alter the form of Government of the U.S. by unconstitutional means?

Yes___ No___

If answer is Yes to any of these items, explain fully on another sheet of paper, and attach to the end of the application.

An investigation will be conducted of all information listed in this application. Because of this, are you aware of any information about yourself or any person with whom you are, or have been closely associated with which may tend to reflect unfavorably on your reputation, moral, character, ability or loyalty?

Yes___ No___

If yes, please provide your version of this or these incident(s) on another sheet of paper, and attached to the end of the application.

Do you understand all prospective Helena Fire Department employees will be required to submit to a urinalysis for drugs prior to employment?

Yes___ No___

XIII. Availability of Applicant

Have you previously submitted any application for employment with the Helena Fire Department? Yes_____ No___

If yes, give date and position_____

Earliest date available for employment_____

How much notice to report do you need_____

XV. Pre-Employment Substance Testing Consent and Release

I do hereby certify that I have been given notice of the City of Helena's pre-employment substance testing policy, that I have been provided with access to a copy of the City of Helena's Alabama Drug-Free Workplace Policy Statement; and that I have read or waived my right to read it. I hereby freely and voluntarily consent to submit to urinalysis and/or other screening or tests as shall be determined by the City of Helena in the selection process of final applicants for employment, for the purpose of determining the presence of, and content of, any or all of the following substances:

Amphetamines
Cannabinoids
Cocaine
Phencyclidine
Opiates

Methadone
Methaqualone
Barbiturates
Benzodiazepines
Propoxyphene

I agree that the employer representative, collection site, physician, or clinic or may collect these specimens for screening or testing and may screen them or forward them to a testing laboratory designed by the City of Helena for analysis.

I further agree to and hereby authorize the release of the results of said tests to the City of Helena and to the City of Helena's Medical Review Officer and its agents as provided in the Policy statement. I further agree to release and hold harmless the City of Helena and its agents individually and collectively, including each person or business entity involved in the sample request, collecting, screening, testing, evaluation, and reporting; and for any decisions, adverse or otherwise, made concerning my application for employment based on the screening or test results.

I understand that a negative screen or test is a pre-condition of employment with the City of Helena and that the refusal to submit to screening or testing, or a positive screen or test result will result in the rejection of my application, or the rescinding of a conditional offer of employment, as described in the City of Helena's Alabama Drug-Free Workplace Policy Statement. I also understand that it is not the purpose of this screen or test to identify any disability I may have and that pre-employment screening activities are conducted in compliance with ADA requirements.

I further agree that a reproduced copy of this pre-employment consent and release form shall have one same force and effect as the original. I have carefully read the foregoing and fully understand its contents. I acknowledge that my signing of this consent and release form is a voluntary act on my part and that I have not been coerced into signing this document by anyone.

Applicant Name_____

SSN#_____

Applicant Signature_____

Date_____

Witness Name_____Witness Signature_____

XVI. Authority to Release Information

To Whom It May Concern:

I hereby authorize any authorized representative of the City of Helena bearing this release, or copy thereof, within one year of its date, to obtain any information in your files pertaining to my employment, military, creditor educational records including, but not limited to, academic, achievement, attendance, athletic, personal history, and disciplinary records, medical records and credit records. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the City of Helena Consent is granted for the City of Helena to furnish such information, as is described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as the custodian of such records, and any school, college, university, or other educational institution, hospital, or other repository of medical records, credit bureau, lending institution, consumer reporting agency, or retail business establishment including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I am furnishing my Social Security Number on a voluntary basis with the understanding such is not required by State statute or regulation. I have been advised the City of Helena will utilize this number only to facilitate the location of employment, military, credit, and educational records concerning me in connection with this application. Should there be any question as to the validity of this release, you may contact me as indicated below.

Print Full Name

Signature

Social Security Number _____

Date of Birth _____

Current Address _____

Phone Number _____

Date _____

Witness Name

Witness Signature