



CITY OF NEWPORT, OREGON

FIRE CHIEF

\$61,800 - \$81,372

Plus Excellent Benefits

Application Deadline: April 15, 2011

Send Cover Letter and Resume to:

**Peggy Hawker, City Recorder/Special Projects Director
City of Newport
169 SW Coast Highway
Newport, Oregon 97365
p.hawker@newportoregon.gov**

Newport - The Community

The City of Newport is a prime tourist destination and the population center of the Central Oregon Coast. Newport is the county seat of Lincoln County, and houses the offices of several federal and state agencies, including a major Coast Guard station, Oregon State University's Hatfield Marine Science Center, the Oregon State Police, Oregon DMV, and Oregon Employment Division offices. The city is home to the Samaritan Pacific Communities Hospital, and the main campus of the Oregon Coast Community College. OCCC is a premier educational institution and unique in its aquarist program. Its aquarist graduates are working in aquarium and research facilities throughout the country. Newport has a population of more than 10,000.

The Yaquina River flows into the Pacific Ocean through Newport's Yaquina Bay. Newport is home to the Oregon Coast Aquarium, one of the country's premier aquariums. A substantial commercial fishing fleet calls Newport home, as do several marine research vessels and a large number of private boats docked in marinas around the Bayfront. Newport is one of three deep-water ports on the Oregon Coast. Tonnage of shipping on the Oregon coast is second behind Coos Bay.

Newport has often been described as the most authentic city on the entire Oregon Coast. The city boasts numerous fine shops, restaurants, galleries, lodging establishments, and endless, year-round outdoor recreational opportunities.

Proximity to Portland and the Willamette Valley provides a strong tourism base, and the mid-latitude of Oregon provides moderate rainfall during the winter and spring months, and mild temperatures.

The City Organization

Newport is a full-service city providing a wide range of municipal services, including police, fire, finance, public works, water and sewer utilities, community development, airport, parks and recreation, and urban renewal. The adopted 2009-10 combined city/urban renewal agency budget is approximately \$63 million.

Newport is organized under the council-manager form of government. The City Manager serves as chief executive officer of the city and has responsibility for supervising all departments, personnel, providing leadership and direction in the development of short and long-range plans, and serving as the Council's chief policy adviser. The manager is appointed by the Council to implement policy and ensure that the entire community is being served. There are six Councilors and a Mayor.

The Fire Department

The Newport Fire Department is a combination career/volunteer department consisting of ten full-time staff and approximately 25 volunteers. The Department provides fire and emergency response services to the City of Newport and the Newport Rural Fire District

totaling approximately 25 square miles, and ARRF services to the Newport Municipal Airport. The Department operates out of two stations, the main station which houses a majority of the equipment and personnel; and Station 10, a one-man station located at the Airport. The annual budget of the Fire Department is approximately \$1.1 million.

What We Are Looking For - The Ideal Candidate

The City of Newport, Oregon is seeking an energetic, skilled, and experienced leader to be responsible for the overall management, leadership and administration of the Fire Department. The Fire Chief will have a fresh perspective on fire service trends and tactics in running a fire department, and will be familiar with the challenges associated with the position. The Chief will be eager to look for new opportunities to create positive change in the structure and management of the department, and will excel in oral and written communication with employees, volunteers, peers, elected officials, mutual aid partners, and other outside agencies.

The Chief will be committed to developing the skills of paid staff and volunteers, focusing on effectiveness, responsiveness, and budget management. The Chief will be a strong leader with a clear vision for the department and will have a proven record of good citizenship and the ability to be a valuable member of the community where he/she works.

The Chief will have an optimistic outlook a sense of humor, excellent communication skills, a team player, and committed to the city's goals. The selected individual will have a reputation of honesty, ethics, and a dedication to the fire service. The new Chief should have knowledge of labor laws, municipal fire department industry standards, best practices, and legal issues. Because of the current economic constraints, Newport is seeking a Fire Chief who can operate effectively, creatively, and thoughtfully in this challenging economy.

The new Chief must be approachable and encourage open communication based on an environment of trust and integrity. Candidates will have a proven track record of delivering results, building accountability for staff, and creating a positive working environment characterized by teamwork and innovation. The ideal candidate will be a strong and confident leader with excellent interpersonal skills, and a top-notch role model.

The successful candidate will possess a flexible "can-do" attitude, be able to look at the big picture. He/she will be recognized for building consensus and cooperation among department staff, and will bring an appropriate sense of humor to the job.

The ideal candidate will be politically astute and demonstrate an unquestionable sense of integrity and honesty. Candidates will be able to organize and express ideas through excellent oral and written communications to a wide variety of audiences, such as the City Council, staff, citizens, community groups, and other city boards and committees. The successful candidate should be computer literate.

Priorities include:

- Increasing the ranks of the volunteers.
- Enhancing and maintaining positive relationships between the volunteer and paid staff.
- Creating a framework of collaborative decision-making processes.
- Creating and implementing a strategic plan for the department.
- Working with neighboring fire districts to explore the sharing of resources for cost saving opportunities.
- Updating administrative and operating policies and guidelines.

City Council Mission Statement and Goals

Mission Statement - The Newport City Council and staff pledge to provide and manage city services utilizing sustainable practices. To enhance the livability of Newport, we strongly encourage citizen participation through volunteerism on committees and task forces. We will maintain fiscal responsibility and encourage community partners and agencies to achieve economic and sustainable development.

City Council goals that directly affect the Fire Department include:

- Evaluate and make recommendations to regionalizing an emergency 911 center.
- Evaluate the installation of an emergency warning system for tsunamis and other emergencies.
- Develop a schedule and funding plan to replace fire and rescue equipment as existing equipment becomes unsafe or unusable.
- Strengthen the working relationship between full-time and volunteer firefighters.
- Increase the number of volunteer firefighters.
- Explore a county-wide fire district and other cost-saving measures.

Education and Experience

The position requires extensive experience in municipal fire service, including seven years of increasingly responsible management, supervisory, and administrative experience in an organization of similar size. A Bachelor's degree with major coursework in fire science, public or business administration, or a related field is preferred, or any combination of education, training, and experience that provides the applicant with the knowledge and skills required to perform the duties of the position.

Compensation and Benefits

Annual Salary \$61,800 - \$81,372 with excellent benefit package

How To Apply

The City of Newport is an Equal Opportunity Employer. All qualified candidates are encouraged to apply. Send cover letter, resume, and city application to Peggy Hawker, City Recorder/Special Projects Director, City of Newport, 169 SW Coast Highway, Newport, Oregon 97365. Applications are available at www.newportoregon.gov/dept/adm/hr. Application deadline is April 15, 2011.

Following the closing date, applications will be screened and short-listed. The short-listed applicants will be asked to submit written responses to supplementary questions. Based on the application and responses to the supplementary questions, a further short-listed group of applicants will be interviewed. Expected completion date of process, including offer of employment and acceptance is May 31, 2011.

For more information about the City of Newport, visit the city's website at www.newportoregon.gov.

