



CITY OF BROOKLYN CENTER, MINNESOTA FIRE CHIEF

THE COMMUNITY

Comprised of 8.5 square miles, Brooklyn Center, Minnesota, is an inner ring suburb in the Minneapolis-Saint Paul Metropolitan Area situated on the banks of the Mississippi River. The City is home to a richly diverse population of 31,006 residents. Brooklyn Center residents enjoy easy access to Hwy 100, I-94/694, Hwy 252, and Hwy 169; the commute to downtown Minneapolis is six minutes while the commute to Saint Paul is 15 minutes.

The City of Brooklyn Center takes prides in its neighborhoods; it offers prospective homeowners many choices from starter homes to residences with riverfront views to assisted living environments for senior adults. Brooklyn Center's parks and nature areas contribute to its attractive quality of life. Combined with a 20-mile trail system extending to all neighboring communities and the Mississippi River, residents can walk or bicycle throughout the city and much of the northwest metro. Earle Brown Days, Surly Darkness Days, and National Night Out are major annual events enjoyed by the community.

Four school districts serve the City of Brooklyn Center, including Brooklyn Center Community Schools, Anoka-Hennepin, Osseo Area Schools, and Robbinsdale Area Schools. A variety of private and parochial education opportunities are also available.

Brooklyn Center is home to the headquarters for Caribou Coffee, an FBI regional field office, and the Earle Brown Heritage Center, a City-owned and-operated conference and event center. Shingle Creek Crossing is a major new retail development located in the heart of the City. Major Brooklyn Center employers include Promeon, Inc., a division of Medtronic; Luther Auto Group; and the University of Minnesota Physicians.

THE ORGANIZATION

The City of Brooklyn Center is organized under the Council-Manager plan prescribed by the City's Home Rule Charter. The City is governed by a five-member City Council; and the City Manager is responsible for administrative operations and implementation of Council policies. The City provides a full range of municipal services to its citizens. The City has a 2019 General Fund Budget of \$22.4 million and an AA credit rating. The City has a full-time staff of 166 employees.

THE DEPARTMENT



The Brooklyn Center Fire Department provides fire services to 31,006 people living within the municipal boundaries. Services provided include responding to fires, five types of major emergency medical calls (heart, trouble breathing, unconscious, drowning, and stroke), emergency preparedness, fire code inspections for commercial and industrial units as well as rental units, and fire education and prevention. Dispatching services are provided by Hennepin County. The department operates out of two stations with a goal of arriving at an emergency scene within nine minutes, and is also home to the new emergency management center.

The Fire Department consists of four full-time staff, including the fire chief, the deputy fire chief, a fire inspector, an administrative coordinator and an authorized complement of 40 paid-on-call firefighters, some of whom also serve as fire officers and public education officers.



Desired Capabilities

- Demonstrates unquestioned integrity; promotes ethical behavior
- Passionate about fire services; takes a holistic approach to public safety
- Proven problem-solver; effectively identifies and researches options to address an issue and follows through on a course of action
- Exceptional communicator; effectively navigates language barriers
- Understands and appreciates the challenges of managing a paid-on call department
- Fair and consistent; gives clear direction and holds employees accountable
- Approachable and accessible to the department, City leadership, and the community
- Positive, forward-thinking approach
- Open and receptive to new ideas
- Displays a strong customer-service orientation in working with residents and businesses
- Exercises initiative; makes decisions using sound judgment
- Demonstrates cultural competency; has the ability to develop and maintain relationships with diverse communities
- Actively mentors and coaches firefighters and develops future leaders
- Inspires fire fighters; builds consensus and develops a sense of camaraderie throughout the department
- Experienced manager with familiarity in budgeting and addressing personnel matters
- Participates actively in City leadership team meetings; regularly shares information and works cooperatively with other departments

THE POSITION

The Fire Chief is responsible for planning, directing, and managing all fire prevention, fire inspection, fire suppression, and emergency rescue services in Brooklyn Center. In addition, the Fire Chief serves as the City's emergency management officer. The position directly supervises the Deputy Fire Chief, the Fire Inspector and the Administrative Coordinator and indirectly supervises the paid-on-call fire fighters. The Fire Chief reports to the City Manager and is responsible for an annual 2019 operating budget of \$1.5 million.

Major responsibilities and duties assigned to the Fire Chief include:

- Projects and fulfills staffing needs and ensures the training and development of department personnel
- Maintains regular departmental communication and cultivates a strong department team
- Formulates fire department policies; ensures prompt response to calls for service and effective suppression and emergency rescue results
- Prepares budgets and controls department expenditures
- Evaluates existing equipment and facilities; recommends replacement schedules
- Performs or directs the performance of administrative duties
- Ensures the effective utilization of approved rescue and firefighting techniques
- Oversees fire investigations and reports
- Coordinates with the State Fire Marshal's office and the Police Department on potential arson investigations
- Oversees all fire inspections for applicable buildings, reviews reports, and recommends prevention measures
- Works in cooperation with other neighboring communities and other departments on fire services, public safety, and emergency management issues

Leadership Opportunities

Strategic direction. The Fire Chief will work with City leaders and department personnel to develop a strategic direction to guide and promote fire services operations, including education, prevention, and fire code compliance. The Fire Chief will also evaluate the effectiveness of the department's staffing model and recommend changes if needed.

Recruitment and retention. The Fire Department's organizational paid-on call structure requires on-going attention to the recruitment of new department members and retention of existing members. The Fire Chief will develop and implement strategies to attract new fire fighters and work with existing members to increase retention.

Inclusion and diversity. Inclusion and diversity are core values for the City of Brooklyn Center and all of its operating departments. The Fire Chief will be a champion for inclusion and diversity and will increase diversity within the Fire Department to be more reflective of the community it serves.

Community engagement. The Fire Chief will be visible in and engaged with the Brooklyn Center community. From neighborhoods and schools to businesses, the Fire Chief will provide leadership in promoting information about fire services and fire education.

Emergency management. The Fire Chief will take an active role and work in cooperation with other departments to ensure emergency management plans and procedures are up-to-date and the City team is trained in anticipation of future emergencies.

EDUCATION AND EXPERIENCE

This position requires a minimum of ten years of continuous fire service employment and three years of increasingly responsible command and management experience at the Executive Officer level (Fire Chief, Deputy Fire Chief, Assistant Fire Chief, or Battalion Chief). A Bachelor's degree with major course work or experience in fire science, fire administration, public administration, or a related field is strongly desired; equivalent education and experience will be considered. Experience working in a paid-on-call or combination department is a plus.

Qualified candidates must demonstrate strong leadership, interpersonal, and outreach skills and have a broad knowledge of fire services. Experience in department administration, budgeting, and human resources is required.

COMPENSATION AND BENEFITS

The 2019 salary range is \$109,161 – \$133,846; starting salary depending upon experience and qualifications. Comprehensive benefits package available, including participation in the PERA Police and Fire pension plan.



APPLICATION AND SELECTION PROCESS

Qualified candidates should submit their cover letter and resumé online by visiting our website at: <https://springsted-waters.recruitmenthome.com/postings/2234>. This position is open until filled; however, first consideration will be given to resumes received by March 1, 2019. Following this date, applications will be screened against criteria outlined in this brochure. For more information, please contact Sharon Klumpp at sklumpp@springsted.com or by calling 651.223.3053.

The City of Brooklyn Center, Minnesota is an Equal Opportunity Employer

For more information about Brooklyn Center, please see their website at: <http://www.cityofbrooklyncenter.org/>



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