

# THE CITY OF CHARLOTTESVILLE, VIRGINIA



Invites applications for the position of

## **FIRE CHIEF**



## The Community

The City of Charlottesville is located in West Central Virginia, approximately 100 miles southwest of Washington, D.C. and 70 miles northwest of Richmond, Virginia. Situated within the upper Piedmont Plateau at the foothills of the Blue Ridge Mountains and at the headwaters of the Rivanna River, Charlottesville was established as a town in 1762 by the Virginia General Assembly and was incorporated as an independent city in 1888. As a result of eight annexations, the most recent of which was in 1968, the City is 10.4 square miles.



Charlottesville serves as the economic, cultural, and educational center of a multi-county region. In 1981, the United States Census Bureau recognized the Charlottesville area as a Standard Metropolitan Statistical Area (SMSA). The SMSA includes the City of Charlottesville and the counties of Albemarle, Fluvanna, Greene, and Nelson. In 2017, the population of the City was estimated to be approximately 49,000 and the Charlottesville SMSA population of over 200,000.

Charlottesville was the home of two U.S. Presidents, Thomas Jefferson and James Monroe. During their terms as Governor of Virginia, they lived in Charlottesville and traveled to and from Richmond. The University of Virginia, founded by Jefferson and one of the original Public Ivies, straddles the city's southwestern border. Monticello is three miles southeast of the city and is, along with the University of Virginia, a UNESCO World Heritage Site, attracting thousands of tourists every year.

The City has ample health care resources. The University of Virginia's Health Sciences Center provides world renowned medical research, health care, and training. Martha Jefferson Hospital has a well-regarded comprehensive women's health center, oncology center, and a strong community focus.

Whether you are looking for an outdoor adventure such as hiking, biking, paddling, and camping, or you prefer fine dining, shopping or the arts, the unique and picturesque experience of Charlottesville is sure to win you over. Its scenic beauty, brick-lined Downtown Mall, and wine choices from 30+ local orchards and vineyards in the region are bonuses to a charming yet innovative community. Popular annual events include the Dogwood Festival, First Night Virginia, the Virginia Film Festival, the Virginia Festival of the Book, the Tom Tom Founders Festival, the Festival of Cultures, the African-American Cultural Arts Festival, among many others that occur throughout the year.



The nearby Shenandoah National Park, area rivers, forests, and regional ski areas provide opportunities for people to enjoy the outdoors at any level of commitment or ability. For sports fans, UVA athletic teams compete in the Atlantic Coast Conference. University teams have achieved high national rankings in many sports.

Charlottesville is strategically located for many major employers. The University of Virginia is the City's largest employer, with over 17,000 employees between the university and hospital staffs. Other major employers in the City of Charlottesville include S&P Financial, LexisNexis, WorldStrides, and the CFA Institute.



The City operated public bus system, Charlottesville Area Transit (CAT), provides comprehensive and affordable local transportation. For those looking to travel farther afield, Charlottesville-Albemarle Regional Airport is located 15 minutes north of the City of Charlottesville and regular Amtrak rail service connecting throughout the South and Northeast corridors leaves from the downtown train station.

Charlottesville is a diverse community with 20% of the population being African-American citizens, as well as a growing Hispanic population. There is a wide variety of housing stock, ranging from upscale historic homes to colonials and condominiums. The City has received many notable awards and recognitions and is consistently at the top of everyone's "best lists" including the "Best Place to Live in America" and "Best Small Cities in the U.S." The area is often noted for the beautiful homes and superior living environment in the area. Charlottesville is a unique community and is an ideal place in which to live, work, and play.

## City Government

The City operates under the City Manager/Council form of government. The City of Charlottesville voters elect a five-member Council to serve at-large as the City's legislative and governing body. Members serve staggered four-year terms, and they select one Councilor to serve as Mayor and one as Vice-Mayor for two years. Municipal elections are held in November in odd-numbered years. The Mayor presides over meetings, calls special meetings, and serves as the ceremonial head of government.



The City Council appoints the City Manager, Director of Finance, City Assessor, Clerk of Council and members of major policy-making Boards and Commissions. Council makes policy in the areas of city planning and finances, human services, public safety and justice, public utilities, and transportation

and has specific powers to pass ordinances, levy taxes, collect revenues, adopt a budget, make appropriations, issue bonds, borrow money, and provide for the payment of public debts. Administrative and executive duties are performed by the City Manager. Two Deputy City Managers assist the City Manager in the operational and financial aspects of all City functions, coordinate interdepartmental activities and assist with assignments relating to the planning, direction, control, evaluation of the operations and programs of the City Government, relations with City Council, and the coordination of the City's operating and capital improvement budgets.

Charlottesville is an engaged community with a variety of citizen advisory groups, commissions, task forces, and ad hoc committees, which assist the City Council by studying specialized areas of interest and making recommendations for Council action. These range from the Planning Commission and the BAR to the Parks and Recreation Commission. As noted, civic engagement is a strong value in the City of Charlottesville. The City government continually creates venues for all citizens, with a special emphasis on those who are traditionally under-represented in civic processes, to become involved. This commitment to inclusive civic engagement ensures that social equity is built into the development of public priorities and policies.

The City is a full-service city with approximately 994 full-time staff, and FY 2019-20 General Fund operating budget of \$188.8 million, and an FY 2019-20 Capital Improvement Plan budget of \$35.4 million. The FY 2019-20 budget reflects the continued delivery of high-quality governmental service that citizens, businesses, and visitors rely upon daily within the constraints of the current economy. As an independent City, Charlottesville does not have the same boundaries as nor is subject to taxation by any county and is not liable for any county debt. The City is financially stable and has a AAA bond rating.

The strategic direction of the Charlottesville City Council is clearly stated in the City's 2025 Vision, which calls for the City to be:

*A leader in innovation, environmental sustainability, social and economic justice and healthy race relations, flexible and progressive in anticipating and responding to the needs of the citizens, the cultural and creative capital of Central Virginia, and a united community that treasures diversity.*

## **Charlottesville Fire Department**

The Charlottesville Fire Department is a Commission on Public Safety Excellence Accredited Agency and Insurance Services Office Class 1, 95-member career fire department that provides fire suppression, emergency medical services, hazardous materials, technical rescue, and community risk reduction services to the residents of Charlottesville, the University of Virginia, and parts of Albemarle County. The Fire Department executive management team is comprised on the Fire Chief, Deputy Chief of Operations, Deputy Chief of Community Risk Reduction, and Deputy Chief of Business Management. The department has an FY20 operating budget of \$12,539,795.

### **Fire Chief Profile**

Reporting to the City Manager, the Fire Chief, performs complex professional and administrative work in planning, directing and managing all firefighting, community risk reduction, and fire service activities of the City; does other work as required. Duties include planning, directing, and

controlling departmental activities including recruitment of personnel, purchase of equipment, control of expenditures, preparation of budget estimates, and the assignment of personnel and equipment. Work is performed under the general direction of the City Manager. Supervision is exercised over all department personnel.

The Charlottesville Fire Chief will be a seasoned municipal executive accustomed to cultivating and developing strong business relationships, working collaboratively, dealing with large-scale complex planning matters, and possessing the ability to communicate, both orally and in writing, a wide range of complex technical issues in plain language to citizens, staff, peers and others, and to demonstrate the continued need for and importance of integrity, inclusiveness, and transparency.

### **Specific Duties and Responsibilities**

- Directs and oversees the activities of the Fire Department.
- Responsible for the proper management, discipline and training of Fire personnel.
- Plans, implements, and reviews departmental short and long-range goals, planning for the City's future needs.
- Evaluates needs and makes recommendations for adequate facilities, community risk reduction, the purchase of apparatus and equipment.
- Makes recommendations for fire protection laws and regulations and appropriate emergency-response plans and programs for the protection of life and property in the City.
- Develops policies for the administration of the department.
- Prepares annual budgets and controls expenditures.
- Responds to events and incidents as necessary; and may assume formal command at the scene of larger fires or incidents.
- Demonstrates continuous effort to improve operations, identify efficiencies, and streamline work processes.
- Directs the preparation and maintenance of emergency services records and files.
- Oversees the Fire Department Accreditation process and ISO Fire Protection Ratings.
- Meets with and answers questions for the public.
- Performs other duties as assigned by the City Manager.

### **Education and Experience**

- A Bachelor's Degree from an accredited college or university with major work in fire science, public administration, or related field. A Master's Degree is preferred.
- Minimum of eight (8) years of progressive experience in fire services, including at least 3 years as a Battalion Chief.
- Possession of a valid appropriate driver's permit issued by the Commonwealth of Virginia.
- NIMS ICS 400 certification.
- Within one (1) year of appointment, must reside within range of the regional 800MHz radio system (City of Charlottesville or Albemarle County)
- EMS Advanced Life Support (I-Intermediate or P-Paramedic) certification preferred.
- Graduation from the National Fire Academy's Executive Fire Officer Program and Emergency Manager and Incident Manager Certifications preferred.
- Center for Public Safety Excellence, Commission on Professional Credentialing Chief Fire Officer designation preferred.

## Demonstrated Knowledge, Skills, and Abilities

The Director will be capable of providing sound professional guidance to management. Additionally, the director should have:

- Comprehensive knowledge of modern firefighting principles, practices, methods, techniques and equipment.
- Comprehensive knowledge of hazards, community risk reduction and the use of data to guide community risk reduction and fire protection administration.
- Comprehensive knowledge of laws and regulations relating to the control and prevention of fire.
- Comprehensive knowledge of applicable rules, regulations, and laws pertaining to fire prevention.
- Thorough knowledge of good training techniques and practices and of personnel management and fire department administration.
- Thorough knowledge of the physical layout of the City.
- Ability to observe and make a critical analysis, organize and command personnel and equipment in emergency situations.
- Ability to establish and maintain effective working relationships with subordinates, other officials and the public.
- Ability to supervise tactfully and to maintain discipline effectively.
- Ability to present ideas clearly and concisely both orally and in writing.
- Ability to analyze the effectiveness of a fire department and institute improvements.
- Ability to exercise sound judgment in emergencies

## Compensation and Benefits

Starting salary will be between \$89,247.86 and \$178,495.71 annually, dependent on education and experience level of the candidate. The City offers an outstanding program of employee benefits, including the option of participation in a Defined Benefits or Defined Contribution Retirement Plan. The opportunity to live and work in one of the most dynamic, challenging and culturally rich communities in the United States is an added benefit for the successful person. Reasonable relocation assistance will be available.

- **Medical Benefit** - Medical insurance is available through Aetna. Employees can choose from 3 options. Employee premium costs are based on plan selection. Spouse and dependent coverage is available but the cost of the premium is not subsidized. Coverage is effective on the first of the month following date of hire. Plan options and costs are determined each fiscal year and are subject to change.
- **Dental Insurance** is provided through Delta Dental at no cost for employee only coverage. Spouse and dependent coverage is available but not subsidized.
- **Life Insurance**: The City provides basic term life insurance in an amount equal to two times your annual salary. The City pays the premium. You may also purchase additional life insurance.
- **Cancer/Accident/Disability Insurance** is available for purchase.
- **Vacation and sick leave** are accrued on a monthly basis. Vacation accrual is based on length of service. City executives have a beginning accrual rate of 3 weeks per year of service.



Accrual is on a per pay period basis. All employees accrue 4.62 hours of sick leave per pay period. In addition, you will have immediate access to 20 hours of discretionary leave that you can use for any purpose. Employees who leave employment with the City in good standing are eligible to receive compensation for any unused vacation time up to the maximum accrual limit. There is no cash compensation for unused sick leave. However, employees participating in the City's defined benefit retirement plan can convert a percentage of their unused sick leave for additional service credit.

- **Holidays:** City employees receive 12 paid holidays per calendar year (11 observed, 1 floating).
- **Flexible Spending Accounts** for health, dependent care, and transportation/parking expenses.
- **Educational Assistance:** The City currently will pay up to \$1,200 per fiscal year towards undergraduate, or up to \$2,000 towards graduate level courses, for courses taken at approved institutions that qualify as career development. Funds are approved at the beginning of the fiscal year.
- **Retirement Plan Options:** You may choose one of two retirement plan options offered by the City: Defined Benefit or Defined Contribution. The Defined Benefit Plan pays a monthly benefit for life at retirement based on your years of credited service and your average compensation while you are working at the City. Employees contribute 5% of base salary to this plan. With the Defined Contribution Plan, an account is established on your behalf and your account grows through contributions from the City and earnings from investments you select. The defined benefit requires 5 years of service to vest. Vesting in the Defined Contribution plan is immediate. The City makes contributions to both plans. The current contribution rate to the Defined Contribution plan for executives is 23.93 % as of July 1, 2019. The contribution rate is subject to review and may be changed.
- **Long Term Disability:** The City provides long term disability insurance at no cost. If unable to work due to illness or injury, the plan replaces 60% of your basic monthly earnings up to a maximum of \$6,000 per month. There is a 90-day elimination period.
- **A Deferred Compensation Plan (457):** Participation is voluntary. The employee on a pre-tax basis makes all contributions. ICMA is the administrator for the City's plan.
- **Employee Assistance Program.** The program is confidential and available to employees and family members at no cost.

## Application and Selection Process

Applications for the position must be completed online at: [www.charlottesville.org/jobs](http://www.charlottesville.org/jobs). Resumes will not be accepted in lieu of an online application. The application closing date is July 17, 2020 at 5pm EST. Please also submit with your online application a cover letter, résumé, with complete salary history and five (5) professional references.

Following the closing date, applications will be screened based on the criteria as described in this profile. Candidates with relevant qualifications will be contacted to schedule preliminary interviews. Those candidates deemed best qualified will be advanced to the next stage of the process. A final interview process will be held in Charlottesville.

*The City of Charlottesville is an Equal Opportunity Employer and Values Diversity at all Levels of its Workforce.*

