ABOUT THE CITY OF MEDFORD

Medford is located in southern Oregon in the heart of the Rogue Valley and is the county seat for Jackson County. Located along Interstate 5 and just 27 miles north of the California border, Medford has 81,000 residents and is the regional industrial, medical and service center for 210,000, making it the fourth largest metro area in Oregon.

Protected by surrounding mountains, Medford has a relatively mild climate and four distinct seasons, providing diverse opportunities for year-round recreational and cultural opportunities. The area is serviced by the Rogue Valley International Airport, which provides easy access in and out of the area.

Medford operates under the Council-Manager form of government with the Mayor, who is elected city-wide and eight Council members representing four different wards. The City allocates resources through a biennial budget that is approved through June 30, 2019

The City has approximately 465 full-time employees in the following 11 departments; City Manager’s Office, City Attorney, Building Safety, Finance, Fire, Human Resources, Parks, Recreation & Facilities, Planning, Police, Public Works and Technology Services.

Now is a great time to become part of the City of Medford Fire-Rescue Team. As the new Deputy Fire Chief-Operations you will work closely with the Fire Chief, Fire-Rescue leadership and the 85 highly dedicated, skilled Fire-Rescue team to provide emergency response, fire prevention and public education for Medford and the area.

VISION

Medford will continue to offer an exceptional quality of life for all generations. Residents and visitors alike will experience a vibrant community, safe and connected neighborhoods, and exemplary cultural and recreational opportunities. As the center of the Southern Oregon economy, businesses and educational institutions will find a collaborative environment encouraging partnerships, growth and innovation.

MISSION STATEMENT

Medford - A Fantastic Place to Live, Work & Play

CORE VALUES

**Integrity:** Adherence to moral principles and professional ethics – sound character.

**Caring:** Enthusiastically embracing our community through a performance culture.

**Courage:** Have the courage to make the difficult decisions and stand by them.

**Accountability:** We recognize our decisions and actions – as individuals and as an organization – positively impacting the community through best practices.

**Teamwork:** Valuing our colleagues and community in working collaboratively.
POSITION REQUIREMENTS

Summary: This position works under the direct authority of the Fire Chief. Plans, directs, manages and oversees the activities of the operations division of the Medford Fire-Rescue Department. Exercises supervision over all assigned staff within the division and/or those assigned to program or project work teams. This position is part of the Fire Chief’s Executive Team.

Essential Duties:

- Manages and supervises employees: Firefighter, Fire Engineer, Fire Captain, and Fire Battalion Chiefs.
- Prepares Operation Division’s budget, reports and other related documentation.
- Participates in internal investigations of subordinates, collective bargaining negotiations, interpreting and administering the collective bargaining agreement.
- Responds to emergency incidents, which may include:
  - Ability to operate in any position in the NIMS Incident Command System.
  - Direct fire companies; drive and operate shift commander vehicle.
  - Demobilization of employees and equipment to ready status following emergencies, etc.
- Ensures that fire companies are prepared to perform at emergency incidents by instructing and coordinating training needs and scheduling with the Training Chief and committee; plans and organizes specialized programs, etc.
- Facilitates meetings with fire companies; attends staff meetings; participates in meetings with management and outside agencies.
- Participates in airport operations, such as response planning, acting as a liaison, etc.
- Participates in hiring and promotional processes.
- Scope of assigned area will depend on departmental structure and is at the discretion of the Fire Chief.
- Can act in capacity as fire chief and assigned rotating duty officer responsibilities.

Qualifications:

- Five years of leadership and management experience, and;
- Graduation from an accredited college or university with a bachelor’s degree in public administration, business administration, or closely related field; and/or equivalent combination of education and experience sufficient to successfully perform the essential duties.
- Current technical/professional knowledge of complex principles, methods, standards and techniques associated with the scope of work, such as:
  - Management, budget, leadership and public relations principles; administrative rules; community groups and relations, etc.
  - Modern fire practices and techniques and principles, procedures, and equipment used in the firefighting, fire prevention, and saving lives and property.
- Possession of licenses and/or certifications associated with the assignment, such as:
  - Emergency Medical Technician Training Certification
  - NFPA Fire Officer IV
  - Completion of the National Fire Academy’s Executive Fire Officer Program
  - DPSST Fire Service Administrator’s Institute Certificate
  - ICS 400
- Requires possession of a valid driver’s license by date of hire. New employees establishing resident status
in the State of Oregon must obtain an Oregon driver's license within 30 days (ORS 807.020 (1)).
- Requires completion of a background investigation to the satisfaction of the City

**Ideal Candidate Traits:**

- Ability to maintain positive relationships with leadership team, bargaining groups and elected officials.
- Inquisitive about best practices in Fire-Rescue and Life Safety management with the ability to implement such initiatives.
- Solutions Oriented - Ability to understand impacts that labor and costs of such have on an organization and develop solutions for these impacts.
- Ability to listen and respond with empathy and to problem solve through cooperation and demeanor.
- Answer questions by policy makers and staff precisely with objectivity and clear options for consideration.
- Trust - The ideal candidate will display, practice and model a culture of trust and be discreet in regard to sensitive employee matters.

*A full job description can be found on the City of Medford website at: www.cityofmedford.org*

Candidates who meet the minimum qualifications and represent the skill set and desired traits for this position will be invited to participate in the assessment center process.

**Timeline:**

| March 18: | Recruitment Opens |
| April 1:  | Recruitment Closes |
| May 7:    | Assessment Center Process |
| May 8:    | Finalist Interviews (w/Fire Chief) |
| May-June: | Background Investigation |
| May-June: | Appointment to Position, Conditional Offer Letter contingent upon successful completion of medical/physical exam, drug screen and psychological evaluation |
| July 1:   | Target Start Date |

**COMPENSATION & BENEFITS**

The salary range for this position is $111,022 to $122,402. Educational and DPSST Certification Pay Differentials may be available. Salary placement is dependent upon experience and qualifications as part of a pay equity analysis. The City of Medford provides an excellent benefits package including:

- Medical, vision and dental insurance
- Life and AD&D insurance
- Long term disability insurance
- Vacation and sick leave
- 9 paid holidays
- HRA-VEBA and FSA
- Voluntary Aflac and Legal Shield
- Wellness program
- On-site 24-hour fitness center
- Oregon PERS retirement
HOW TO APPLY
To be considered for this career with the City of Medford, please apply online at www.cityofmedford.org then click on ‘Career Opportunities’.

The City of Medford employment application including a cover letter and resume, must be submitted by April 1, 2019 at 4:00 p.m.

If you have any questions or wish to explore this opportunity further, please contact Human Resources:

   Email: humanresources@cityofmedford.org | Phone: 541-774-2010