



CITY OF BRANSON, MISSOURI FIRE DEPARTMENT

INVITES APPLICATIONS FOR



FIRE DIVISION CHIEF OF TECHNICAL SERVICES





FIRE DIVISION CHIEF OF TECHNICAL SERVICES

City of Branson, Missouri

Mission Statement: Committed to providing prompt and reliable fire and life safety services to the citizens of Branson, promote an environment that encourages innovation and creativity from within, and maintain a positive relationship with the public.

The Community

The City of Branson (Population 7,500 and growing, plus millions of visitors annually) is located in southwest Missouri, 35 miles south of Springfield within the heart of the Ozark Hills. Branson serves as the job, service and shopping center for a two-county area with approximately 80,000 year-round residents. Branson is surrounded by three prize-winning fishing lakes – Taneycomo, Table Rock and Bull Shoals. The City has an incorporated boundary of more than 20 square miles. Branson has become the focus of international attention as both a major development area and an entertainment and tourism Mecca. The reasons are numerous and range from the scenic natural beauty of the area to the star-studded theaters along Highway 76 with their line-up of major recording artists as well as other family oriented entertainment offerings.

This community is also very proud of the recognition that its schools have received and its cultural heritage. To learn more about the community, visit the City of Branson Chamber of Commerce website at www.bransonchamber.com.

The Organization and Department

Branson is a full-service municipality which, to serve its large tourism base, functions like a city of 60,000-80,000. The City's FY 2011 total budget is \$69,960,035 with a General Fund Budget of \$14,315,990. There are 241 full-time municipal employees. Branson utilizes a council/administrator form of government. The governing body includes six aldermen and a mayor. The Board appoints a City Administrator who, in turn, appoints department heads including the Fire Chief.

The Branson Fire Department is comprised of four (4) divisions: Administration, Operations, Technical Services and Emergency Management. The department covers 20.9 square miles out of three stations with 7 administration staff personnel, 33 paid Captain/Engineer/Firefighters and 20 volunteer firefighters. Fiscal year 2011 budget for the department is \$2,869,437.

City growth and other factors have created an average annual increase in emergency alarms in excess of the national average, which is ten percent (10). This requires an upward adjustment for certain items in the budget, including the Firemen's Fund, which reimburses our volunteer firefighters.

Department Goals

The 2011 goals of the Fire Department are:

1. To improve the Administrative functions of the fire department through planning, communications, record keeping, resource allocation, budgeting, and new technology.
2. To protect the lives and property of the Branson community and emergency personnel through fire code enforcement, public education, and fire cause determination.
3. To maintain a comprehensive Operations program in fire – rescue services designed to ensure a high level of readiness through staffing levels, apparatus, facilities, and planning.
4. To develop and implement a fire department training program which will ensure highly trained, efficient, technically advanced fire personnel, while maintaining an emphasis on safety.
5. To adequately plan, prepare, and establish resources to respond to and mitigate the effects of natural, man-made, and technological disasters.



The Position

The Fire Division Chief of Technical Services manages the department's technical services programs. He/she directs services provided by this division including plan review, inspections and permit management for commercial construction, fire and life safety inspections, public fire education, emergency medical services and fire investigation. May serve as incident commander for significant fires, emergency medical, rescue, hazardous materials, and other major emergencies.

He/she serves as a member of the department's management team in recommending policies, procedures and budgetary matters and establishing department Goals and Objectives. Directly supervises personnel assigned to the technical services division and indirectly supervises all department members. This is a mid-management position that is under the direct supervision of the Fire Chief.

The Fire Division Chief of Technical Services, among other duties:

- Establishes or is assigned Incident Commander role for significant fire, emergency medical, rescue, hazardous materials and other emergency management incidents. Also serves as Duty Chief on assigned after hour shifts.
- Provides direct supervision and coordination of the department's emergency medical response program. Establishes and maintains continuing education for First Responder, Emergency Medical Technicians and Paramedics.
- May be assigned duties of Fire Chief during his absence with may include coordinating all city departments and operations during city-wide emergencies and disasters.
- Performs fire investigations, interviews, documentation regarding all substantial fire incidents.
- Develops and presents fire and life safety education programs.
- Manages public fire education programs offered by the department to the public. Interacts with members of the business community concerning fire code requirements. Establishes lesson plans, develops new programs, acquires resources as well as scheduling.

Education and Experience

The successful candidate will have 5 or more years of increasingly responsible command and supervisory experience in a municipal, state or federal fire agency, including 2 years of administrative responsibility at the rank of Engineer or above. Typically requires graduation from an accredited four-year college or university with course work in Fire Science, Fire Administration, or related field. An equivalent of education and experience may be considered. State Certification is required including Firefighter I & II, Fire Service Instructor II, Fire Officer I, Fire Inspector I, Fire Investigator, Incident Command System, and Evaluator. May consider additional experience in place of education requirements. Certification as an Executive Fire Officer (EFO) from the National Fire Academy is desirable. Experience in an organization that includes both paid and volunteer staff is highly desirable. Finally, candidates must possess a valid unrestricted Class C (standard, noncommercial) Driver's License.

The Ideal Candidate

The Department's new Division Chief of Technical Services must be a strong leader with excellent communication and interpersonal skills who is able to earn respect and build strong teams, is candid and open with staff, leads by example, solicits and values the input from others, and exercises sound and independent judgment. He/she must be strategic and visionary, with the ability to assess the current state of the organization, identify and suggest new ways of doing things, assist with creating long-term plans, provide direction to move the department's Technical division forward, and inspire staff to make positive changes for improvement. The new Division Chief must be able to "see the big picture": and understand how decisions can affect all stakeholders (community, employees, other Fire Districts). Finally, the new Division Chief must demonstrate strong personal and professional ethics with a high degree of integrity.



- Persuasive, confident and calm demeanor under pressure
- Understanding the value of volunteers and the service they provide to the community
- Ability to effectively respond to a crisis, either internally or externally
- Open to new ideas, flexible in his/her approach
- Creative and action-oriented problem solver; able to address problems head on
- Welcomes and embraces a challenge, highly motivated
- Understanding of joint power agencies, ambulance and dispatch services

Compensation & Benefits

The City of Branson offers an exceptional salary and benefits package. The salary range for this position is \$53,951.23 to \$80,958.33 annually. Actual salary will be dependent on the qualifications of the successful candidate.

The compensation/benefits package includes:

- After six months of employment, employees become members of the Missouri LAGERS retirement system. Employee contribution is locked at 4% of gross pay, with the City currently contributing 13%. Vesting after five years of participation
- City paid medical, dental and life insurance
- Retiree medical benefits (for eligible retirees) at the same level provided to current personnel, after officially vested with Missouri LAGERS
- Twelve paid holidays
- Ten days of vacation per year increasing with years of service
- Twelve days of sick leave per year
- Paid training along with a tuition assistance reimbursement program
- Uniform allowance
- A Section 125 Cafeteria Plan
- A (457) Deferred Compensation Plan
- City paid membership to the local Skaggs Fitness Center
- Free access to the City-owned Don Gardner Pitch and Putt Par 3 Golf Course
- Voting time off, bereavement pay and jury duty or witness pay

Application and Selection Procedure

Application and Criminal Records Check Form (and Resume is highly suggested) must be received by **July 6, 2011, 4:30 pm Central Standard Time**. For a copy of the full job description, or to download the application and criminal records check form, go to www.bransonmo.gov under the employment tab. To be considered for this excellent opportunity, submit your application, criminal records check form (and resume with cover letter is highly suggested), current salary, and a list of six work related references (references will not be contacted prior to approval by candidate). This position will be filled based upon qualifications and without any preference to applicants of one gender over another. Submit materials via mail, Email or fax to:

City of Branson
Attn: Kelli R. Fleck, Deputy Personnel Officer
110 W. Maddux St., Suite 315
Branson, MO 65616
417-337-8555 – Phone
417-337-5466 – Fax
personneldept@bransonmo.gov - Email



Following the final filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited to preliminary interviews in mid July. A final list of candidates will be invited to participate in the final interview process and/or assessment process, anticipated to occur in mid July. Administration anticipates making an appointment to the position by the middle of July, following final interviews and the completion of thorough reference and background checks. Prior to appointment, candidates must pass a comprehensive physical exam, background investigation, and a drug screening.

The City of Branson is an Equal Employment Opportunity Employer and, therefore, does not discriminate against employees or applicants for employment on the basis of race, color, religion, national origin, sex, military status, age, disability, political opinions or affiliations, or any other characteristic protected by law, except that no person shall be employed who advocates or belongs to a group which advocates the violent overthrow of our government. A copy of the City of Branson's EEOP short form may be obtained from the Personnel Department by request. All individuals hired will be required to provide documentation to establish identity and employment authorization as a condition of employment in accordance with the Immigration Reform Act. In accordance with the Americans with Disabilities Act (ADA), a position description outlining the essential job functions for each of the vacancies listed below is available for review and reasonable accommodations for the application and testing processes will be made upon request.

The City of Branson has an Employee Tobacco Free Policy. Employees will not be allowed to utilize tobacco products while on regular paid time, including any paid break times. This includes smokeless tobacco products.