

ASSISTANT FIRE CHIEF OPERATIONS

SALARY: \$87,383 - \$100,890



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This is a senior-level, professional staff, full-time position in the City's Fire & Rescue Services Department.

An individual in this position will be responsible for supervising the City's Operations Division for Fire & Rescue Services Department and providing support to the Fire Chief.



The Mission of Missouri City Fire & Rescue Services is to prevent and mitigate emergencies for the citizens and visitors of Missouri City through dedicated professionals, bound by integrity, using technology and innovation.

THE COMMUNITY

Missouri City, Texas, known as the “Show Me City”, has a population of over 70,000 and is conveniently situated 20 miles southwest of downtown Houston. The city covers 29.8 square miles and is easily accessible by major transportation thoroughfares including US 90A, Beltway 8 (Sam Houston Tollway), Fort Bend Toll Road, and State Highway 6. Most of the city is located in Fort Bend County with a small portion of the city in Harris County. Missouri City has easy access to both Houston airports (William P. Hobby Airport & George Bush Intercontinental Airport) and is less than 60 miles from Galveston. This location provides easy access to Texas Medical Center and other Houston facilities.

Since being incorporated in 1956, Missouri City has experienced tremendous economic growth and development, particularly along US 90A and Beltway 8. Major employers include Niagara Bottling, LLC, Warren Alloy Valve & Fitting Company, Southwest Electronic Energy, LT Foods USA, Flair Flexible Packaging, Ben E. Keith Company, and Twin Star Bakery. Missouri City is currently experiencing significant growth and industrial/warehouse development along US90A and Beltway 8. The new Park 8Ninety complex is open for business and leasing space” and “Park 8Ninety, a Trammell Crow development, is a 127-acre. Lakeview Business Park is also a recent (168 acres) industrial park development, which the City intends to build out in multiple phases, to include more than 20 buildings, when fully developed.

Missouri City is respected nationwide for its high-quality development requirements, evidenced by its designation as Platinum Scenic City by Scenic Texas, a program that honors cities excelling in fostering a sense of pride in their communities by utilizing strict ordinances and regulations that preserve the City’s visual environment. Missouri City is one of nine cities to have received this designation in Texas and the only city in the Houston region. It should be noted that, unlike neighboring Houston, Missouri City has been zoned since 1981.

Missouri City is a very diverse community and provides a high-quality of life. Despite its population of 70,000, it has the feel of a small close-knit community. In fact, a Rice University study found that Missouri City has surpassed Houston as the region’s most diverse city.

The City has 20 parks totaling 393 acres and includes a Recreation and Tennis Center and a 36-hole golf course. There are two school districts in Missouri City: Fort Bend Independent School District and Houston Independent School District. Additionally, there are several private schools and eight community colleges within 50 miles of the City. Houston is home to University of Houston, Rice University, Texas Southern University, Houston Baptist University, and the University of St. Thomas.

This year, the National Civic League designated Missouri City as one of 20 Finalists in its national, competitive All-America City Award program. The City is one of only two Texas cities to earn the prestigious designation and the only one in the region. Missouri City has been recognized nationally as one of the Safest Cities in America by Congressional Quarterly, one of the Best Places to Live in America by CNN/Money Magazine and one of the Top 50 Best Places to Live in the U.S. by 24/7 Wall Street.

GOVERNMENT

The City of Missouri City operates under a Council-Manager form of government. The Council is comprised of a Mayor, elected at large, and six Council members. Two Council Members are elected at-large and four elected from single member districts. The City Council appoints the City Manager to lead and manage the day-to-day operations of the organization.

The City Manager oversees the work of 354 full-time employees, an annual budget of over \$90 million and 13 departments including Police, Fire, Finance, Courts Services, Economic Development, Public Works, Development Services, Parks & Recreation, Human Resources, Communications, and Technology & Innovation.

The Leadership Team is working to build a high performance organization that is both customer focused and oriented.

THE DEPARTMENT

The Missouri City Fire Department was founded on December 3, 1956 as a volunteer department. The City hired its first paid firefighter in 1968. The current Fire & Rescue Services Department is staffed with all paid members who strive to provide the public the best and most efficient services possible through a high-level of training and readiness in a non-union environment.



LEARN MORE ABOUT THE “SHOW ME CITY”
Access the City’s 2029 Strategic Plan

HIGHLIGHTS

The Department responded to 194 fire incidents, 3,470 EMS/Rescue calls, 268 hazardous condition incidents, 390 service calls, 1,060 good intention calls, and 4 severe weather calls during FY2014-15.

Earlier this year, Missouri City was notified by the Insurance Services Office (ISO) as of Aug. 1, 2016, it has a Public Protection Class rating of 1/1Y, the highest national rating awarded by ISO. Currently, only 26 cities in Texas and 97 cities nationwide have achieved a Class 1 rating, a prestigious group that Missouri City joined thanks to the many staff members, elected officials and stakeholder partners that assisted in improving public safety needs for the "Show Me City."

Missouri City's Fire & Rescue Services Department implemented a plan after it received its most recent ISO rating in 2006, which at the time was an ISO Class 3 Public Protection Rating. The Department's multi-year plan included enacting the Quint concept, improving and increasing the training of firefighters, and improving the fire education and prevention activities, such as adopting the 2015 Fire Code.

AT A GLANCE

The Department is organized in four divisions: Administration, Operations, Prevention, and Training and Education. Staffing for the Department by Division is as follows:

ADMINISTRATION

- Fire Chief
- Assistant Chief
- Office Manager

PREVENTION

- Fire Marshal
- Fire Inspectors (2)
- Fire Investigator

TRAINING AND EDUCATION

- Emergency Management Coordinator/Training and Education Chief
- Part-time Clerk

OPERATIONS DIVISION

- Division Chief of Operations
- Battalion Chiefs (3)
- Lieutenants (15)
- Drivers/Operators (18)
- Firefighters (33)



JOB DESCRIPTION

- Lead/supervise the operations of the division; evaluate the performance of the division; evaluate the department's methods of service delivery; make recommendations for change; implement the changes; develop policy and standard operating guidelines; ensure compliance with guidelines; assist with the evaluation of training needs; develop training programs; promote cooperation among divisions; assist with fire prevention activities of the Fire Marshal's office to include coordination of fire prevention education; complete performance appraisals of direct subordinates; and review and approve performance appraisals of indirect subordinates;
- Lead personnel by assisting in the planning, coordination, and administering of activities of the division; assist in establishing and defining goals and objectives; assist in the recruitment and hiring process; assist the promotional process; develop, recommend, or issue corrective action as needed; mentor and develop subordinates; communicate the visions and goals of the department and of the City; and attend meetings and conferences of professional organizations;
- Represent the department by assisting the Fire Chief with presentations to the City Council and City Manager; represent the department on boards, committees or associations; work with various citizen groups; respond to complaints; attend department head meetings; coordinate activities with other departments; and interact and coordinate activities with other jurisdictions;
- Manage the divisions budget by preparing the budget; approve purchases; coordinate maintenance programs; coordinate capital purchases; approve City issued credit card statements;
- Develop new programs by evaluating the efficiency of current programs; research new programs or problems; develop and implement new programs; and assist in developing and

evaluating the department's strategic plan;

- Attend in-service training/classes to remain aware of recent changes in trends, technology, innovations, ordinances and regulations; Maintain working knowledge of the emergency service career field to include research and benchmarking; interpret and present findings to citizens, organizations, and staff;
- Create technical reports; monitor national, state and local fire report statistics to determine trends for educational or training purposes;
- Respond to emergency calls by monitoring emergency incident operations; assume command of emergency incidents as required; and may serve as Assistant Emergency Management Coordinator.

IDEAL CANDIDATE

The City of Missouri City seeks an innovative, progressive, and creative Fire Executive to support the new Fire Chief's vision to take the Missouri City Fire & Rescue Services Department to the next level in delivering effective, efficient, and responsive services to Missouri City residents and the public.

The department desires a strong leader who values and serves with integrity and always operates with a high level of personal and departmental accountability. He or she is a "hands-on" leader with a collaborative, servant-leader management style and the ability to effectively communicate in verbal and written forms. He or she listens, engages, responds, and actively pursue win-win outcomes in the delivery of services to the community and within the City. Under the direction of the Fire Chief, the ideal candidate provides daily executive level operational support, direction and guidance to staff and other lower managers in the department.

The selected individual will hold himself and the people he or she leads, accountable, is a problem solver, with excellent interpersonal and public and administrative skills, and the ability to clearly

explain projects and complex issues and potential solutions in a way and according to audience needs.

He or she should be a professional command level fire officer, with demonstrated experience and a record of accomplishment leading a municipal fire department. He or she must possess all of the skills and training required of firefighters and must have a high level of professional/managerial and leadership skills. He or she should have extensive knowledge of fire suppression, emergency medical services, and emergency management.

DESIRED EDUCATION & EXPERIENCE

High School Diploma or General Education Development (GED) Certificate is required. Bachelor's Degree, or higher, from an accredited college or university in Fire Science or Fire Technology; or graduation from the National Fire Academy Executive Fire Officer program or a closely related program preferred.

Ten (10) years of relevant professional experience in firefighting or emergency services field required with three (3) years as a Battalion Chief or higher or twelve (12) years as a Lieutenant with Missouri City Fire & Rescue.

Valid Certification as Master Firefighter, Instructor II and Fire Officer II by the Texas Commission on Fire Protection or the International Fire Service Accreditation Congress (IFSAC); Paramedic certification preferred.

Texas Department of State Health Services or National Registry Basic EMT - Certification; Valid Class C Driver's License with good driving record.

The ideal candidate should have the ability to secure all required certification(s) established by the MCFRSD within 12 months of employment.



COMPENSATION

The annual starting salary for this position is \$87,383 - \$100,890.

Actual salary will be dependent on the qualifications and experience of the successful candidate. The City has an exceptional benefits package including medical, dental and vision insurance, 20-year TMRS retirement with 5-year vesting and 2:1 City match, vacation and holidays.

APPLICATION PROCESS

Applicants must complete an online application. The City will not consider emailed, mailed or hand delivered applications or resumes.

To apply, visit www.missouricitytx.gov and follow the application instructions.

For additional information, contact Edward G. Williams, Ph.D., Director of Human Resources & Organizational Development at ewilliam@missouricitytx.gov.

Application review begins on **December 26, 2016; posted until filled.**

SELECTION PROCESS

Resumes will be screened in relation to the criteria outlined in this brochure.

The most qualified candidates will be invited to participate in a selection process that will occur in Missouri City on or around **January 20, 2017**. An appointment is expected following the completion of in-depth reference and background checks to be coordinated with the successful candidate.

