



CITY AND COUNTY OF SAN FRANCISCO  
**CHIEF OF SF FIRE DEPARTMENT**

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## THE CITY OF SAN FRANCISCO

### THE COMMUNITY

The City of San Francisco is the fourth largest city by population in California and one of the premier cities in the world. Known as the “City by the Bay,” San Francisco serves as the center of business, commerce, and culture on the West Coast. Approximately 24 million visitors from all over the world traveled to the City in 2017. San Francisco has a diverse population of over 884,363 residents in 397,550 housing units spread over a 47 square-mile area, surrounded on three sides by the Pacific Ocean and the San Francisco Bay.

### THE GOVERNING STRUCTURE

San Francisco is the only city in California that is also a county. Its governing powers are vested in a Mayor and an eleven-member Board of Supervisors elected by district, with each serving a four-year term.

#### The Mayor

Mayor London Breed was elected in 2018 as the 45th Mayor of the City and County of San Francisco.

#### Fire Commission

The San Francisco Fire Commission is the oversight body for the Fire Department. The Fire Commission is a policy body of five members, each appointed to a four-year renewable term by the Mayor of San Francisco. More information about the Commission and how it supports the Department is available at <https://sf-fire.org/fire-commission-home>

## SAN FRANCISCO FIRE DEPARTMENT

The Mission of the Fire Department is to protect the lives and property of the people of San Francisco from fires, natural disasters, and hazardous materials incidents; to save lives by providing emergency medical services; to prevent fires through prevention and education programs; and to provide a work environment that values health, wellness, and cultural diversity, and is free of harassment and discrimination. The SFFD organization chart is available at <https://tinyurl.com/SFFD-Org-Chart>

### CHIEF OF DEPARTMENT

Under the policy direction of the San Francisco Fire Commission, the Chief of Department plans, directs, and organizes the activities and the operations of the Department. The Chief serves as the chief executive officer and through subordinate command staff, exercises administrative direction and coordination over employees engaged in the operation of the Department. The Chief of Department manages the planning, development and implementation of programs for the prevention, management and suppression of fires and other emergency services, emergency medical services, and fire safety and hazardous materials inspection programs for the City.

#### Examples of duties and responsibilities:

**Plan, direct, and monitor** the City’s fire prevention, fire suppression, emergency response operations, emergency medical services, and fire safety and hazardous materials inspection programs.

**Monitor and/or manage** the suppression of major fires and other large-scale emergencies both locally and regionally.

**Manage** the Department’s fiscal planning and budgeting processes.

**Promote awareness** of fire safety and disaster preparedness through public education, including in the City’s schools.

**Manage the implementation** of legislative and policy mandates and directives related to the Department’s mission.

**Continuously monitor** the Department’s adherence to principles of equal employment opportunity.

**Maintain ongoing communications** with a wide variety of community, civic, and media organizations related to services provided by the Department.

**Manage human resources** issues including staffing, discipline, staff morale, labor relations, and interactions with both traditional and ethnic/gender labor organizations.

**Serve as liaison** to county, state, and federal agencies, elected officials, and community leaders.





## THE IDEAL CANDIDATE

The ideal candidate for Chief of the San Francisco Fire Department will possess a track record of demonstrated leadership, proven accomplishments and superior performance in the operation of fire services at a senior level in a fire department that serves an urban population of at least 350,000 residents. The candidate must be a strong, visionary and decisive leader with excellent communication skills and the ability to work effectively within a diverse department. Experience in an urban, ethnically diverse community is essential. A commitment to diversity in recruitment, selection and promotion must be demonstrated in his or her prior work assignments.

### **The ideal candidate will have demonstrated expertise in the following areas:**

- Fire suppression, with an emphasis on dense construction, maritime, and aviation;
- Fire prevention and investigation;
- Emergency medical services including paramedic and transport services;
- Heavy rescue, hazardous materials, and management of mutual aid responses to multi-casualty events;
- Seismic safety and planning;
- Fiscal management in the development and oversight of an annual budget;
- Oversight of capital improvement projects;
- Personnel management with support for racial, gender, and cultural diversity in recruitment and promotion;
- Development and maintenance of a work environment that supports an integrated workforce free of harassment, intimidation, and hostility;
- Establishing communication channels within the Department and with city, state, and federal agencies, and with the general public.

## MINIMUM QUALIFICATIONS

Ten (10) years of work experience as a uniformed member of a Fire Department at the sworn rank of Captain or higher; or appointment to the rank of Battalion Chief or higher in the San Francisco Fire Department.

**Substitution:** Two (2) years of the required work experience may be substituted with a bachelor's degree in business administration, public administration, fire science, organizational leadership, fire protection engineering, human resources management, construction management, hospitality management, management information systems or a closely related field.

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## DESIRABLE QUALIFICATIONS

A master's degree in business administration, public administration, fire science, organizational leadership, fire protection engineering, human resources management, construction management, hospitality management, management information systems or a closely related field.

Experience serving in the sworn rank of Battalion Chief or higher in a Fire Department in a large metropolitan area [over 350,000 residents].

Experience managing emergency medical services.

## APPOINTMENT TYPE

This position is exempt from the City and County of San Francisco's civil service system. The incumbent serves at the pleasure of the Mayor and the Fire Commission.

## SALARY AND BENEFITS

The City of San Francisco offers an attractive salary and benefits package which includes:

- \$326,924 annual salary
- A City residence is available for the Fire Chief

For information on the retirement plan, go to: <https://mysfers.org/>

For information on health benefits, go to: [http://www.myhss.org/benefits/management\\_cafeteria.html](http://www.myhss.org/benefits/management_cafeteria.html)

The position of Chief of Department is represented by the Municipal Executives' Association. To view the current Memorandum of Understanding, go to:

<https://sfdhr.org/sites/default/files/documents/MOUs/MEA-Fire-2018-2021.pdf>

## HOW TO APPLY

Go to <https://tinyurl.com/sffirechief2018> to complete and submit an application and supplemental questionnaire. The deadline for submitting an application and supplemental questionnaire is Friday, December 7, 2018, by 4 PM.

### The Selection Process

Applications and supplemental questionnaires will be screened and evaluated by the Department of Human Resources [DHR]. Qualified candidates will be presented to the San Francisco Fire Commission. DHR will administer the Management Test Battery (MTB)\* to candidates selected by the Commission for interviews. The Commission will conduct interviews and present finalists to the Mayor, who appoints the Chief of Department.

\* The MTB is a computerized test of management competencies. It can be administered remotely upon request. The exam results are for informational purposes only, and will be considered by the Fire Commission in selecting finalists to present to the mayor.