



The City of Spencer, Iowa seeks a full-time

FIRE CHIEF

***Extended Application Deadline to June 16, 2023**



SPENCER, IOWA Fire Chief

THE POSITION IN BRIEF

The Fire Chief serves as a Department Head of the City of Spencer, under the general supervision of the City Manager, reporting to City Council. The Fire Chief performs administrative and skilled firefighting duties, working to direct the activities and personnel of the Fire Department. This is important administrative work in the protection of life and property from fires & other emergency response needs of the community. The Fire Chief provides a broad knowledge of fire department administration, modern firefighting and fire prevention methods and techniques in making proper determinations on varied issues encountered.

THE COMMUNITY

Spencer, Iowa is located at the confluence of the Little Sioux and Ocheyedan Rivers with a population of 11,092. It is the county seat of Clay County and has a workforce of approximately 85 full-time, 42 part-time and 43 seasonal employees. The City of Spencer is a financially stable organization.

Spencer is famous as the home of the Clay County Fair, held annually in September, averaging over 300,000 visitors per year. Spencer was ranked #4 on Realtor.com's 2021 "Top 10 Affordable Small Towns Where You'd Actually Want to Live." The rolling farmlands of this northwest corner of the state are dotted with picturesque lakes and wooded shorelines. It is a landscape enhanced by the historic buildings of the downtown area and the city's personable cultural flair. The theme felt by many that reside in Spencer is that it is a great place to live & raise a family, is close to many recreational attractions and offers a small town feel while providing large-city access.

Only a 15-minute drive away from Iowa's Great Lakes region, Spencer is ideally situated for year-round fun. Residents and visitors enjoy beautiful biking and skiing trails, picturesque campgrounds and terrific bass fishing. In any direction, there is a promising lake nearby. The natural beauty of the town's surroundings combines with the thriving culture to make the Spencer area a first-rate vacation spot. The region is still agriculturally based, and the City serves as the retail hub for over a hundred miles.

Public Safety

The **Spencer Fire Department** has 5 full-time employees & approx. 25 volunteers serving the community, with over 700 calls for service per year to fire & EMS. The Fire Department also carries over 75 rural fire contracts for fire protection within the surrounding areas.

The **Police Department** has 20 sworn police officers & 7 civilian staff with a mission statement "to protect & serve the community of Spencer in a fair & professional manner while promoting positive interaction & public trust."

SNAPSHOT: Spencer, Iowa Demographics and Amenities



Land area – **11.09** square miles

Average age of **42** years old

White 93.1%, African American .4%, Asian .9%, Multi-racial, 2.6%, Hispanic or Latino, 3%



Median household income **\$45,838**

Median home value **\$125,100**



Cost of living index **77.3** (US average: 100)



The Spencer School District is a cornerstone of the community. Working together, the entire community provides a dynamic, child-centered education where students feel included, respected and valued. Students are challenged to think independently, inquire creatively and advance intellectually. Students develop the character and confidence to make a difference in a changing world.

Healthcare

Spencer Hospital, founded in 1914, has continued to grow and expand to meet the healthcare needs of area residents. Spencer Hospital's 500+ employees are dedicated to delivering high quality health care, given with a compassionate touch. Adjoining the hospital is the Abben Cancer Center, providing complete cancer treatment and care including radiation therapy, chemotherapy & support services.

Airport

The Northwest Iowa Regional Airport is owned by the City of Spencer. The Public Works Department has the primary maintenance responsibility.

SNAPSHOT continued

Parks and recreational facilities include:

- Fifteen parks and open space areas encompassing 290 acres.
- Municipal Golf Course with close to 82 acres, boasting 18 holes, 34 sand traps, greenside mounding & several water hazard. Includes a 200+ seat clubhouse.
- Other facilities include: Oneota Park, Clay County Regional Events Center, Clay County Fairgrounds & the YMCA center.
- Miles of hiking trails, a skate park, dog park, tennis courts, 6 playgrounds, 11 ball fields, and 32 acres of soccer fields, as well as an indoor soccer facility.
- Pederson Park is host to hundreds of Spencer families enjoying baseball & softball for all ages.
- Stolley Park is a beautiful nature area for fishing, hiking and bird watching.
- East Leach Park offers a campground & enclosed shelter house. Ice skating, summer band concerts, picnics, family reunions, etc. can be held at East Leach. It is also the host of the Summer Playground Program, which is a great activity for kids of all ages!
- The Spencer Public Library enriches the quality of life in the community by providing information, education, cultural & recreational resources & experiences in a comfortable & inviting setting. Children of all ages enjoy interactive story-time, and monthly themed activities & enrichment programs year-round.



CITY GOVERNMENT

The City of Spencer was incorporated as a town on March 26, 1880; and organized as a City of the Second Class on March 21, 1892. Spencer is the county seat of Clay County and is located in northwest Iowa. Spencer is located at the confluence of the Little Sioux and Ocheyedan rivers and is the regional hub for northwest Iowa. The population of the city was 11,092 as of the 2018 census and the land area covered is approximately 11.18 square miles. The city is empowered to levy a property tax on real property located within its boundaries. It is also empowered by state statute to extend its corporate limits by annexation, which occurs from time to time.

Spencer is organized under the Mayor-Council form of government with an appointed City Manager, in accordance with the State Code of Iowa. The Council retains most decision making authority such as policy setting, adopting ordinances and budget and staffing levels. The City Council has seven members, five of which are elected according to wards and the remaining two members are elected at-large. All members serve four year staggered terms. The Mayor is elected at-large and serves a two-year term. The Mayor does not have a vote, but may in certain circumstances veto decisions of the City Council.

The City provides the normal municipal services such as police and fire protection, street and infrastructure construction maintenance, parks and recreations, planning and zoning, library services as well as operates two cemeteries. Also provided are sanitary sewer and solid waste and recycling collection. The City owns and operates the regional landfill that serves a four county area. Electric, water and communication services are provided by Spencer Municipal Utilities, whose Board of Trustees is appointed by the Mayor and confirmed by the City Council.

CITY ORGANIZATION

- Spencer has a fully-funded 5-year City Improvement Plan
- Spencer has a city-owned Solid Waste Division & a city owned Landfill
- There is a city owned electric, water and communication utility that has an independent board and administrator.
- The staff team are a close-knit group that is working as a cohesive unit. They tackle issues and projects with professionalism and with the attitude that everyone has something important to contribute. There is genuine care and concern for each other and a sense of fun while working together.
- The council members treat each other with great respect; sharing differences of opinion in the spirit of arriving at the best possible outcome. Most votes on the council are 7-0 but when there is an occasional split, there is support to proceed with the majority.
- The organization prides itself on its commitment to customer service & teamwork. Staff has frequent daily interaction with one another and have strong interdepartmental relations, often working cohesively between departments on city projects. The city's organization is lean and city staff possess a high-output, high-quality work ethic.
- The Mayor and City Council possess a strong respect for the City staff's work and are respectful of individual perspectives and points of view.



FIRE CHIEF

Purpose of Position:

Performs administrative and skilled firefighting duties, working to direct the activities of the personnel of the Fire Department; does related work as required. Administrative duties include the specifying and recommendation for purchases of equipment and supplies, preparation of annual budget estimates and effective use of personnel and equipment in carrying out fire fighting activities. The Fire Chief consults with the City Manager on overall policy and planning, and receives general instructions as to work results desired, however, the chief works independently in supervising all technical operations.

Exemption: The Fire Chief is not expected to physically engage in active fire suppression at fire scenes but shall supervise and direct such activities

Essential Duties:

- Plan and direct departmental operations with respect to equipment, apparatus and personnel; supervise the placing of such plans into effect
- Issue orders for improvement of work methods, and for enforcing rules, regulations, and Standard Operating Guidelines
- Keep informed as to personnel, property, and operations of the department
- Analyze and improve department operations
- Prepare and present budget estimates of anticipated expenditures and needs
- Direct and coordinate the work of the volunteers and full-time staff
- Assign personnel and equipment to such duties and use as the service requires
- Evaluate the need for and requisition of new apparatus, equipment and supplies
- Respond to fire alarms and direct fire fighting activities
- Investigate or assign investigation of the origin and cause of fires
- Coordinate work of the department with other departments
- Enforce fire codes, laws and conduct inspections
- Conduct and coordinate the operation of departmental training of personnel
- Attend and take part in public functions for the purpose of promoting fire safety
- Update rules and regulations within department
- Supervise testing of equipment and inspection of personnel
- Receive and resolve citizen issues





Skills & Experience Requirements

- Thorough and broad knowledge of modern firefighting methods, and ability to apply this knowledge to varied fire control and prevention problems
- Thorough knowledge of the use and operation of a wide variety of fire, motor and auxiliary apparatus
- Comprehensive knowledge of laws, rules and regulations relating to fire control and prevention
- Thorough knowledge of the geography of the City of Spencer
- The ability to maintain and to instruct members in proper work methods or techniques in the use of fire apparatus and equipment
- Ability to plan, initiate and administer the Fire Department
- Ability to plan, assign and coordinate activities performed by a large group of employees in varied firefighting work
- Ability to work with the National Incident Management System (NIMS)
- Work with other emergency response entities on large incidents or natural disasters.
- Ability to meet all requirements of the Iowa Code and Spencer Civil Service Commission, and medical requirements as stated in State of Iowa Chapter 411. The Fire Chief is required to live within five (5) miles of Spencer.

Educational & Certification Requirements

Extensive experience in firefighting, including at least five (5) years responsible supervisory experience in firefighting which has afforded familiarity with all phases of departmental operations. High School Graduate with a two (2) year Fire Science Degree; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

COMPENSATION & BENEFITS

\$ 88,119 - \$94,135/year DOE + Premier Benefits:

- Medical: Low Deductible plan, 100% paid for employee
- Dental, Vision & Life Insurance, Flexible Spending Account
- Sick & Vacation accrual; 4 personal days/fiscal year
- 7 Paid holidays
- MFPRSI Pension

EXTENDED DEADLINE TO APPLY: June 16, 2023

Email resume & cover letter to Jessica Wright, Human Resources Director: jwright@spenceriowacity.com Visit www.spenceriowacity.com for more information

Photo Credits:

Thank you to Spencer Chamber, Iowa Tourism, Clay County Conservation Board & iowaarchitecture.org!