



Fire Chief Recruitment



Applications Due
November 29, 2024



Sterling Fire Department Fire Chief Position Opening

The City of Sterling is seeking a dynamic and innovative candidate who demonstrates strong leadership and management skills for its next Fire Chief. The Sterling Fire Department has undertaken a number of progressive initiatives and desires a Chief that will continue these efforts.

Who We Are - Sterling Fire Department



The Sterling Fire Department was organized in 1872 and covers an area of 82 sq. miles from 2 strategically located fire stations. The department serves over 15,000 residents within the City and is contracted for responses within the Sterling Rural Fire District. The main station is staffed by 1 Officer and 3 firefighters and the sub-station is staffed by 1 officer and 1 firefighter both on a 24-hour basis. The Department has 19 career personnel who are supported by the Fire Chief, Deputy Chief and a full-time executive assistant. In 2023, the department responded to over 1,500 calls for service. The Emergency Medical System (EMS) is hospital based with Advanced Life Support unit response and transport. The Department responds

to urgent and critical nature EMS incidents, auto accidents, and patient assists with our EMS partner organization at the EMT-Basic level.

Sterling Fire is a member of MABAS Division 30 and has members on the Division's Technical Rescue Teams. The Department enjoys a strong automatic aid response system with the Rock Falls Fire Department situated across the Rock River on a majority of all incident type responses. A regional training facility is in the planning stages with the Rock Falls Fire Department bringing a joint training tower and future training facility / campus to the area. Apparatus include 3 Engines, 1 Tower Ladder, 1 Tender, a Water Rescue Unit, Brush truck and various support and command units.





Sterling uses a Council-Manager form of government, with a Mayor and 6 Aldermen, of whom 2 are elected at-large. The Fire Chief reports directly to the City Manager. Sterling firefighters are members of IAFF Local 2301 and the current collective bargaining agreement is in effect through April 30, 2026.

Our Community

Sterling is located just off of I-88, midway between the Quad Cities and Rockford, along the Rock River. Sterling is home to approximately 15,000 people, though the urban area is close to 25,000 including the twin city of Rock Falls. The area was settled in the 1800's and Sterling quickly became a manufacturing and innovation hub, home to major steel and hardware manufacturers.



STERLING RIVERFRONT PARK



Today Sterling is a transformative community, shifting from heavy manufacturing to health care, specialized manufacturing, distribution and agriculture. The City recently awarded a \$5m contract to create a new riverfront park on an old industrial site and is actively cleaning up more industrial sites for reuse. A developer has been retained to help in the riverfront transformation. The City is home to acclaimed public and parochial schools, a top-rated municipally owned

hospital and a nationally recognized park district with amenities unrivaled in a community Sterling's size. For more information, please visit our website at www.sterling-il.gov



The Position

The Fire Chief is responsible for the administrative oversight, visioning, leadership, planning, budgeting, coordination and management of the fire department. The Fire Chief directs and administers the overall operations, programs, development, and promotion of the department, its systems, resources, programs, and responsibilities. The Fire Chief responds to initial alarm, automatic aid, mutual aid and other incident responses as part of their duty assignments.



Leadership Style and Attributes

The ideal candidate will be a strong leader who earns respect from the Department members, a forward-thinking leader who plans for change and growth, an intuitive listener with problem solving and organizational skills, experienced in personnel/union management, has strong verbal and written communications skills, experienced in budget preparation and administration, establishes a healthy relationship within the Fire Department, the city employees, the elected officials, the public and surrounding agencies and can work collaboratively with other city departments and internally to bring innovative ideas and modernization of operations forward.





Education and Experience

Desirable education and background elements may be part of a professional development plan and considered part of the ideal candidate's professional goal assessment discussed or demonstrated during the application process. The City desires a candidate with a strong education and background who can immediately put experience and education to work in the department. Candidates will have attained the following minimum educational and experience requirements prior to the time of hire.

Minimum Educational Requirements

- Bachelor's Degree in Fire Science, Fire Administration, Emergency Management, Business Administration, Public Administration, or related field or an Associate's Degree in Fire Science, Fire Administration, Emergency Management and 10+ years as a senior officer.

Minimum Certification Requirements

Illinois OSFM Certifications or IFSAC / Pro-Board equivalency at time of hire requirements:

- Fire Officer 2 or Advanced Fire Officer (ADFO)
- IL Chief Fire Officer (CFO) or ability obtain within 2-years of hire.
- National Incident Management System; IS 700, IS 800, IS 100, IS 200, ICS 300, and ICS 400.
- Fire Department Incident Safety Officer (ISO) or ability to obtain in 1-year from hire.
- Valid Illinois driver's license or ability to obtain within 60-days of hire.

Minimum Experience Requirements

- At least 15 years' experience in fire suppression and emergency services on a municipal fire department or fire protection district.
- At least 10 years' experience, in the upper management of a fire department. This should include an equivalent level of executive and upper management responsibility of a similarly staffed fire department. (20+ career firefighters, multiple stations, suburban/rural community)



Preferred Educational and Background Elements

- Master's degree in related occupational field
- National Fire Academy Executive Fire Officer (EFO)
- Center for Public Safety Excellence (CPSE) Chief Fire Officer Designation
- Emergency Medical Technician – Basic
- IFSI Leadership Development and Decision Making (LDDM) Chief Level
- Hazardous Materials Incident Command or equivalent level of training.

Candidates can view the full position description at <https://www.sterling-il.gov/Jobs.aspx>

Compensation and Benefits

The position is currently under review as part of a City-wide compensation study and is subject to City Council approval or adjustments. This position is posted with an expected starting salary range of \$107,000 to \$144,000 with a full benefits package. Starting salary will be DOQ.

Residency Requirements

Residency is required within the City or Rural Fire District area, 20 minutes from main fire station within 1 year of hire date.





Application Process

During the application period, interested professionals should submit the following:

1. Cover Letter
2. Resume
3. Pre-Interview Essay
4. Professional Reference List

All questions should be directed to the City Manager, Scott Shumard. (815) 632-6621 or sshumard@sterling-il.gov Completed application packages will be accepted until November 29, 2024. Applications should be mailed to:

City of Sterling
Attn: City Manager
212 Third Avenue
Sterling, IL 6181

Hiring Process

It is anticipated that the City will invite several well-qualified candidates to participate in the Assessment Center and Interview process in December 2024. Following the Assessment Center, applicants selected as finalists may also be invited for additional interviews. Applicants will also be subject to a complete background investigation. A psychological exam, drug test, and physical examination will be required for the successful candidate upon a conditional job offer from the City of Sterling.

Additional information about the City of Sterling can be found on the City website: www.sterling-il.gov





Essay Exercise

In order to get a better sense of your writing skills and additional insights into your experience, please answer the following questions. Limit your responses to no more than a single page per question and submit your answers as part of your application by November 29, 2024 (first review, open until filled).

1. Under your leadership, how will the Sterling Fire Department be assured that the processes, procedures, and protocols utilized in managing our emergency scenes reflect current best practices?
2. What is the impact of the proposed changes to the OSHA Fire Brigade Standard (1910.156) on the Sterling Fire Department?
3. What is your approach to creating your ideal command culture and climate? (Describe the steps and what that culture would look like.)
4. Describe 3 innovations or modernizations you have brought into an organization.
5. Discuss your experience in change management or shifting focus from a current set of priorities or strategic direction to another.