

Executive Recruitment for

UNALASKA, ALASKA

GovHR USA is pleased to announce the recruitment and selection process for a Fire Chief on behalf of the City of Unalaska. This brochure provides background information on the City and the City of Unalaska Fire/EMS Division, as well as the requirements and expected qualifications for the position. If the idea of becoming part of a dedicated team of professionals living in a community with a thriving economy and quality of life like no other interests you, submit a cover letter, resume and contact information for three (3) professional references by June 5, 2017 to the attention of Stephen Veitch, Vice President, GovHRUSA at www.GovHRUSA.com/current-positions/recruitment.

Upon submission applicants will be asked to complete a City of Unalaska Employment Application and a Department of Public Safety Applicant Questionnaire. This position is subject to a background check and successful completion of pre-employment drug screening.

Additional information about the City of Unalaska can be found on the City's website:

www.ci.unalaska.ak.us.

The City of Unalaska is an Equal Opportunity/AA employer

Stephen B. Veitch, Vice President

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Formal Applications should be submitted to:
www.govhrusa.com/current-positions/recruitment

FIRE CHIEF



COMMUNITY PROFILE

The City of Unalaska is located in the Aleutian Chain off the west coast of Alaska, approximately 800 miles southwest of Anchorage. The community is a vibrant mix of industry and history, connected by 40 miles of roads linking its port, harbors and private docks with local businesses and a thriving residential community. The current population is approximately 4,700.

Unalaska's location on the coast of Unalaska and Amaknak Islands is one of the busiest and most prosperous stretches of coastline in Alaska. For more than 30 years, Unalaska's economy has been based on commercial fishing, seafood processing, fleet services and marine transportation. The International Port of Dutch Harbor is the only deep draft, year-round ice-free port from Unimak Pass west to Adak and north to the Bering Straits. The Port has been designated a "Port of Refuge" and provides protection and repair for disabled or distressed vessels as well as ground and warehouse storage and transshipment opportunities for the thousands of vessels that fish or transit the waters surrounding the Aleutian Islands on a daily basis.



Unalaska is the anchor for commercial fishing activity in the Bering Sea and the Aleutian Islands and is the #1 commercial fishing port in the United States, based on the quantity of the catch, a distinction held for more than 20 years. Unalaska is also the home of the western-most container terminal in the United States and is one of the most productive ports for transshipment of cargo in Alaska. In addition to product shipped domestically to and from this regional hub, product is shipped to ports around the world with weekly shipments headed to Europe and Asia by container ship and freighter.

Unalaska is unique among Alaska's coastal communities in the support services provided. In addition to the five seafood processing facilities in Unalaska, the business community provides a wide range of support services including accounting and bookkeeping, banking, cold storage, construction and engineering, diesel sales and service, electrical service and marine electronics, equipment, freight forwarding, gear replacement and repair, hydraulic services, logistical support, marine pilots and tugs, maritime agencies, stevedoring, trucking, vehicle

rental, vessel repair, warehousing and welding. Because of the wide variety of services provided each and every day, no other community in the region has Unalaska's capacity to support commercial fishing in the Bering Sea.

The people of Unalaska take pride not only in the work they do, but in the quality of their schools, health care and their leisure and cultural opportunities.

Health care is provided primarily by Iliuliuk Family & Health Services, which operates a local clinic providing the community with comprehensive primary medical care, behavioral health care and dental care. There are two excellent chiropractic offices on the island, as well as visiting dentists and optometrists.

The Unalaska City School District operates two schools providing a well-rounded educational experience for students from preschool through 12th grade. Unalaska City Schools have consistently ranked among the top schools in the state in academics. Unalaska City School was awarded the National Blue Ribbon School Award in 2011, and in 2012 Eagle's View Elementary was nominated for this prestigious award. The school system has excellent facilities, modern instructional technology and a wide variety of academic and co-curricular programs.

Unalaska's weather is fairly moderate, with an average summer temperature range of °41-52, and a winter average of °31-40. The community receives about 60" of precipitation annually, but with its relatively warm winter temperatures, any snowfall remains on the ground for only a short time at sea level, while covering the surrounding hills and mountains in a blanket of white. In summer, those hills turn a vibrant green and are blanketed with beautiful wildflowers and berries. The highest elevations can remain snow covered year round.

Unalashka Corporation, an Alaska Native Village corporation, is the major land owner on Unalaska, Amaknak and Sedanka Islands and graciously opens its land, within reason, for use in subsistence and recreational activities including salmon fishing, gathering foods in the intertidal zone (such as clams, mussels, sea urchins, chitons, seaweeds, etc.), collection of greens and herbs, berry picking, hiking and wildlife viewing. Hiking along the miles of World War II roads, and trails once traveled by ancient peoples, allows Unalaskans the opportunity to get

away from it all by wandering through history that is hidden in the most exquisite beauty nature has to offer – and no bears! Residents and visitors alike enjoy year round outdoor activities.

Unalaska is also home to two excellent museums, one focusing on WWII in the Aleutians, and the Museum of the Aleutians promotes public awareness of the rich cultural legacy of the people of the Aleutian Islands.

There are numerous nonprofit agencies serving the community, which provide volunteer opportunities and the chance to grow and network within the community.



UNALASKA CITY GOVERNMENT

Unalaska operates under a Council, strong City Manager form of government. The elected Mayor and City Council are responsible for the legislative functions of the City, establishing overall vision and policy, passing local ordinances and voting on budget appropriations. The City's seven elected officials provide sound direction and stable, progressive leadership. The City Council appoints a professional City Manager who has broad authority to oversee the administrative operations of the municipality, implement policies and advise the Mayor and City Council. The City is not part of an organized borough.

The City organization is comprised of nine departments: Administration; Clerks; Planning; Finance; Public Safety; Ports; Public Works; Public Utilities; and Parks, Culture and Recreation. Each department is led by a Director who oversees the overall operations of the department, including personnel and budget.

THE PUBLIC SAFETY DEPARTMENT and FIRE/EMS DIVISION

The Department of Public Safety consists of four divisions: Police, Fire/EMS, Communications, and Corrections. The Fire/EMS Division is staffed by 3 employees, in addition to the Fire Chief, including a Senior Fire Captain and two paid Fire Captains. Additionally, the Fire Chief has high-level oversight over approximately 30 paid-on-call volunteers.

The Fire/EMS Division is responsible for providing all fire prevention, fire suppression, rescue and emergency medical services with the City of Unalaska and the International Port of Dutch Harbor. Unalaska Fire and EMS is a registered fire department with the Alaska Department of Public Safety, and a certified ground ambulance service with the Alaska Department of Health and Social Services.

The Division responds to more than 300 calls annually out of two fire stations with two engines, one ladder truck, a rescue squad, two basic life support ambulances with the capability of providing advanced life support, a special operations trailer, and three staff vehicles.



THE FIRE CHIEF POSITION

Under the general supervision of the Director of Public Safety, the Fire Chief is responsible for overseeing administration of the Fire/EMS Division. The Fire Chief position serves as Incident Commander during emergency operations; writes, manages and reports on fire division grants and capital projects; maintains firefighting and EMS

equipment inventory and ensures that inspections and repairs are carried out; plans, reviews, directs and trains Fire/EMS and Communications personnel; conducts and/or assists in criminal fire investigations; works with the management team (Director and Deputy Police Chief) to carry out the mission and vision of the Department.

Examples of Work

- Plans and organizes workloads and assignments for all staff, with direct supervisory responsibilities over Fire and Communications staff.
- Recruits for and retains an active volunteer Fire/EMS staff.
- Prepares annual operating, personnel, and capital project budget requests and provides planning and budgetary information to the City Council.
- Provides leadership for the development and implementation of the Division's short and long-range plans as directed by the Director of Public Safety.
- Interprets and applies laws, codes, rules, regulations and policies pertaining to public safety.
- Directs and motivates staff toward the accomplishment of Division and Department mission.

At the present time, there is ongoing consideration of separating the Fire/EMS Division from the Public Safety Department, and establishing it as the tenth City department, with the Fire Chief as its director. Should a decision be reached to go forward with establishment of a Fire/EMS Department separate from the existing Public Safety Department, a series of steps toward establishing the new Department will have to be identified and implemented, which will provide the successful candidate with significant challenges and opportunities for leadership and growth.



CANDIDATE QUALIFICATION CRITERIA

The following factors of education, experience, leadership, management style and personal traits have been identified as ideal attributes for Unalaska's Fire Chief to possess in order to function effectively and achieve a high level of success in the position.

Education, Experience and Skills

The successful candidate will have the following qualifications and experiences:

- ◆ Two-year degree in Fire Science, Emergency Management, Business or related field. Bachelor's Degree preferred.
- ◆ Ten years' experience in the fire service, including five years at the command level. Alaska experience preferred.
- ◆ The following certifications (or ability to obtain): Alaska Firefighter I & II; FEMA ICS 100,200,300 and 400; Alaska EMT II or equivalent; Alaska Fire Instructor I; Alaska Fire Inspector I; Alaska Commercial Driver's License. Paramedic certification and ICS Instructor certification preferred.
- ◆ Demonstrated leadership and management skills.
- ◆ Strong oral and written communication, problem-solving and interpersonal skills.
- ◆ Thorough knowledge of federal, state and local laws pertaining to fire safety, fire prevention and departmental policies and procedures.
- ◆ Knowledge of rescue operations as they pertain to Fire and EMS.
- ◆ Demonstrated ability to understand and manage a division budget and a proven track record of conservative budget and financial management.

- ◆ Understanding of personnel management including employee development, labor relations, employee performance evaluation, coaching and progressive disciplinary processes.
- ◆ Previous experience in an organization of similar size and complexity.

Other combinations of education and experience providing the knowledge, skills and abilities will be evaluated on an individual basis.

Leadership and Management Style/Personal Traits

Unalaska’s Department of Public Safety is looking for a leader and manager who:

- ◆ Will establish and maintain productive working relationships with subordinates, peers, employees, elected officials and members of the public.
- ◆ Understands all aspects of a Fire/EMS division including working with both full-time and volunteer staff.
- ◆ Believes in working collaboratively with the department leadership team, other City department directors and an “eager to learn” subordinate staff.
- ◆ Has a proven track record of delivering results through building accountability and creating a positive working environment.
- ◆ Takes initiative and is comfortable working without direct supervision.

- ◆ Will continue the Division’s positive organizational culture; will model respect for others and a spirit of collaboration and cooperation.
- ◆ Will be personable and accessible to employees and the public, and be comfortable in a professional, yet informal, workplace.
- ◆ Is willing to train current staff and continue to build strong relationships with key community stakeholders.
- ◆ Is a person who first takes time to listen, learn and build relationships, both within the organization and in the community, and approaches significant changes through careful vetting.
- ◆ Is excited to live in Unalaska and is willing to give a long-term commitment.

COMPENSATION AND BENEFITS

The salary range for the Fire Chief position is \$77,076 to \$123,322. The starting salary will be established up to the midpoint of the range (\$100,199) dependent upon the qualifications and experience of the candidate selected.

The City of Unalaska offers an exceptionally attractive benefits package including: Health insurance (medical, dental, vision and audio) at no cost to employee and dependents; Participation in the State of Alaska Public Employees Retirement System (PERS); 457 Plans; \$5,000 life insurance policy with additional coverage available at employee option and expense; voluntary additional medical insurance for employees at employee expense; generous personal leave accrual schedule; nine paid holidays per year, plus 3 floating holidays; bereavement leave; \$1,500 annual airfare allowance; City owned townhouse style apartment (2 bedroom) available for rental. Alaska does not have a state income tax.

