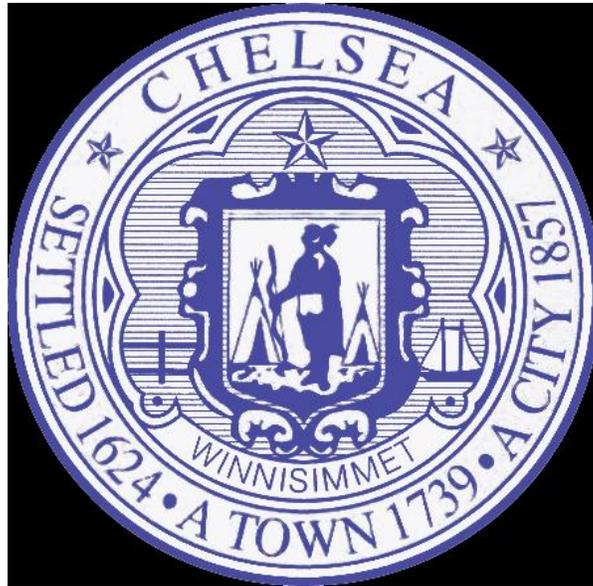


ANNOUNCING
POSITION OF FIRE CHIEF
CHELSEA, MASSACHUSETTS



A Unique Opportunity For
Public Service

Resource Management Associates
17037 S. Oak Park Avenue
Tinley Park, IL 60477
(708) 444-2326
E-mail: RMA2500@GMAIL.COM

Community Characteristics

The City of Chelsea, Massachusetts is accepting applications from qualified individuals for the position of Fire Chief. Chelsea is a vibrant community where public officials place a high value on public safety and community services. Chelsea is a full-service community located just a few short miles across the Mystic River from downtown Boston and in close proximity to Logan International Airport. A number of quality hotels and restaurants are located within the City. Chelsea is well-served by an excellent rapid transit commuter rail service that provides access to the entire greater Boston area.

Chelsea has a residential population of approximately 37,500 and occupies 1.8 square miles. It has a favorable mix of residential units, commercial and retail business, and light manufacturing and industry within its city limits.

City Government

Chelsea operates under the Council-City Manager form of government. The legislative authority is vested in an eleven member elected City Council. The City Council appoints the City Manager. The City Manager exercises strong executive and administrative powers and is responsible for the day-to-day administration of the City. The City Manager will appoint the Fire Chief.

Chelsea has achieved a reputation over the last 20 years as being a well-managed and progressive community with a balanced budget and a strong economic foundation supported by sound fiscal planning and responsible spending priorities. During the last decade, Chelsea has twice been named an All American City by the National Civic League.

The Chelsea Fire Department

The Chelsea Fire Department has an authorized strength of 93 budgeted personnel: 1 Fire Chief, 6 Deputy Chiefs, 12 Captains, 12 Lieutenants, 60 firefighters, 1 Mechanic and 1 Administrative Clerk. The fire department maintains three fire stations and has an operating budget of \$9.4 million. In 2014, the Chelsea Fire Department responded to 9,762 calls for service, a majority of which were medical. All members of the fire department, with the exception of the Fire Chief, are covered under state civil service provisions and are members of the same collective bargaining unit.

Duties of the Position

The Fire Chief is the chief executive officer of the department and is responsible for the general direction of the department, establishing departmental policy, developing and implementing administrative procedures, promoting sound labor relations,

maintaining liaison with other city departments and community groups, maintaining good order and discipline, and preparing and administering an annual budget which is then recommended to the City Manager for approval by the City Council.

This is a high-profile position with extensive public exposures in the community and within the Greater Boston area. The Chelsea Fire Department is viewed as a highly professional and public-spirited service agency, which emphasizes a high level quality of service to the public.

Desirable Qualifications and Abilities

The city is seeking an individual who will be able to maintain the high level of fire and emergency medical services the community has come to expect from its fire department over the years. The Fire Chief is viewed as a member of the city's management team and will be expected to work cooperatively with city staff, elected officials, department heads and representatives of other governmental and service agencies to provide a high level of quality services to the residents of the city.

Candidates for this position must have at least 10 years of progressively-responsible experience in a management position (chief officer level) in a full-time or combination municipal fire department, supplemented by management training such as that provided by the National Fire Academy Executive Officer Program or the equivalent. A degree in fire service administration, public administration or a closely related field is preferred. The successful candidate will be highly-skilled in labor relations, must have successfully managed within a collective bargaining environment, must have excellent written and oral communication skills, must be able to successfully manage people, must have good human relation skills, and must be a proven leader in the fire service.

Employment Benefits

The salary for this position is \$140,000 to \$150,000 depending on qualifications. In addition, the city offers a progressive benefit package that includes paid vacation, 11 paid holidays, medical, dental and life insurance coverage, travel allowance, and contributions to the Massachusetts State Retirement System. Other benefits, including use of a personal car, dues, and professional membership fees are negotiable.

The Selection Process

As applications are received, they will be reviewed and evaluated to determine the extent to which the applicants possess the desired qualifications of the position. Applicants most closely meeting the desired criteria will be subject to further

evaluations by telephone interviews with persons who may be in a position to comment on the person's character and ability. Some applicants may be asked to respond to a written questionnaire designed to obtain additional information concerning their work history, experience, and qualifications.

A small number of qualified candidates will be invited to participate in an intensive interview and assessment center, which is expected to be conducted in late January, 2016. This may be followed by additional medical, psychological and background investigations. It is intended that a candidate will be named to this position by late February, 2016, and will be available to assume the position by mid to late March 2016.

How to Apply

Qualified persons should submit a resume of experience and qualifications, a letter of interest, at least five personal and/or professional references, and a salary history for the last five years to: Charles D. Hale, President, Resource Management Associates, 17037 S. Oak Park Avenue, Tinley Park, Illinois 60477, (708) 444-2326, Fax: (708)444-2844, Email: RMA2500@GMAIL.COM. Closing date for applications is December 15, 2015. EOE

For the complete job description and information about the City and the fire department please visit the City of Chelsea's website at www.chelseama.gov.