



HUMAN RESOURCES

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JOB POSTING NOTICE

Job Title:	Westshore Fire District Project Manager
Location:	Westshore Area
Position Type:	Grant funded position up to 18 months maximum (independent contractor)
Salary Range:	Commensurate with experience, knowledge, skills and abilities and consistent with grant
Closing Date:	Resumes are to be submitted to the Human Resources Department and will be accepted until position is filled.

See Attached Job Description

Job Description:

The Westshore Fire District Project Manager will examine the opportunities, challenges and best practice solutions for the consideration of a regional fire district for the cities of Westlake, Fairview Park, Rocky River and Bay Village. The Project Manager should be a dynamic, progressive leader with the energy and capability to develop the organization into a robust, efficient, and effective service delivery system. The Project Manager follows the policies created by the Mayors in planning, organizing, directing and controlling all functions related to the project.

Statement of Duties:

Working closely with the Mayors and Fire Chiefs, the Project Manager will develop a plan to address the opportunities, challenges and issues for consideration relating to consolidation/collaboration of the Westshore communities' Fire Departments. The Project Manager will work with all 4 cities as the liaison to fully identify existing resources, whether capital or human and departmental functions and to provide specific strategies for consolidation. Those functions include, but are not limited to, developing standardized training plans, protocols, operating procedures, and deployment programs; developing joint staffing, apparatus, fire inspection, safety and education guidelines; establishing joint shared specialty response teams; and recommending the organizational structure that will best accomplish our goals.

Essential Job Functions:

- Studies, plans, evaluate, and organize the recommendations and functional cooperative strategies outlined in the operations study completed by ESCI in 2010, with updates as needed.
- Analyzes the Westshore Fire District's Fire and EMS needs and develops plans and techniques for the District.
- Evaluates the Westshore Fire District's performance to improve overall fire defenses and emergency medical services to accommodate the needs of the Fire District.
- Develops and presents short/long-term plans for stable operations prior to, during, and post consolidation.
- Plans, develops, and oversees baseline service delivery and performance criteria for a Westshore Fire District model.
- Projects, develops, and plans potential budget model for a Westshore Fire District or any other collaborative effort.
- Identifies and develops alternatives/consequences making recommendations related to anticipated obstacles.
- Makes recommendations to the elected officials relating to personnel in a Westshore Fire District model.
- Tracks and monitors federal/state/county and other jurisdictional transactions which may impact the Westshore Fire District's policies, procedures, and/or programs.
- Acts as the essential communication link between the Westshore Fire District and the participating cities' elected officials. Maintains information and data as directed by the policy makers, and prepares reports for distribution as needed.
- Attends meetings, conferences, and educational events necessary to keep well-informed of new technologies, ideas, and developments.
- Performs other duties and functions as required.

Minimum Qualifications:

The Westshore Council of Governments is an Equal Opportunity Employer. We do not discriminate on the basis of age, national origin, disability, race, color, religion, sex or any other legally protected status. Successful applicants must meet the following criteria and conditions of employment:

1. Bachelor's degree or equivalent;
2. 5 years' experience in fire related field or equivalent;
3. Must submit to a background check;
4. Must have valid, insurable driver's license;

Desired Qualifications:

- Knowledge of successful processes and practices utilized in integrating two or more organizations.
- Executive level leadership experience in EMS and fire services.
- An understanding of the development and implementation of an organizational consolidation plan which would include the following functional areas: organization, fiscal, human resources, legal, capital assets and equipment, technology, and both internal and external relationships.
- Working knowledge of the policies, rules and regulations, standard operating procedures, and directives.
- Experience in working with intergovernmental committees and/or task force groups.
- Knowledge of and ability to interpret state statutes and federal guidelines pertaining to public fire protection.
- Ability to create documents, spreadsheets, and databases, and competence in electronic communications.
- Ability to develop frameworks for action.
- Demonstrated ability to routinely deal with the general public, public employees and officials, and the media in a courteous and cooperative manner, building and maintaining exemplary interpersonal relationships with each.
- Demonstrated ability to provide leadership that reflects a strong belief in the concept of cooperative effort and partnerships.
- Demonstrated ability to utilize multiple forms of communication to keep all persons (internal and external to the organization) up-to-date and informed of matters pertaining to plans, problems, and benefits concerning the Fire District concept in an effort to build trust and understanding among stakeholders.

Compensation:

- Commensurate with experience, knowledge, skills and abilities and consistent with grant.

Selection Guidelines:

Formal application, rating of education and experience, oral interview, reference check and any related test to demonstrate the ability to perform essential duties may be required. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as needed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

To be considered for the position applicants should email or mail cover letter detailing background and experience and resume.

Contact Information:

Application submittal and position questions:

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