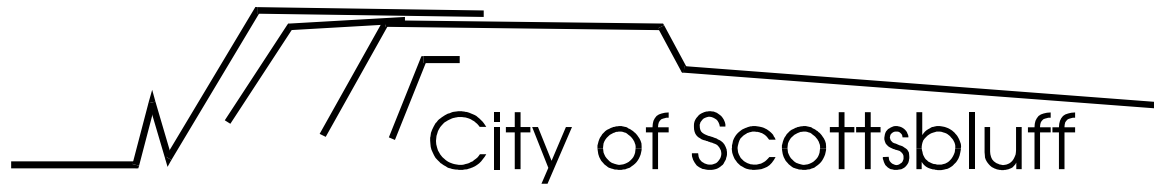


This form may be printed out and completed, then mailed or delivered to:

Human Resources  
City of Scottsbluff  
2525 Circle Dr.  
Scottsbluff, NE 69361

**\*PLEASE CONTACT JANA BODE AT 308-630-6216  
IF YOU WISH TO SUBMIT YOUR APPLICATION  
ELECTRONICALLY.**



## DEMOGRAPHICS

The **City of Scottsbluff**, Nebraska has a population of approximately 15,000 and is the largest city in the western panhandle of Nebraska. The City is located in Scotts Bluff County. It is the business and shopping center for a large region, attracting consumers from throughout the Panhandle of Nebraska and eastern Wyoming. Scottsbluff is centrally located within two hundred miles of Denver, Colorado and Rapid City, South Dakota.

The **Scottsbluff Fire Department** consists of 17 full time employees, these include a Fire Chief, Fire Prevention Officer, 3 shift Captains and 12 Firefighters. The department also has a Volunteer Firefighter division to help manage larger events. The department is a member of the Scottsbluff County Mutual Aid Association, which consists of 13 area fire departments.

The Scottsbluff Fire Department is one of the most active fire departments in the area. The department responded to 2,164 calls for service in 2017. The department offers a wide range of services to its customers. These include; fire suppression (structural and wildland), emergency medical service, fire cause determination, and the only hazardous material response team in western Nebraska. Special teams rescue capabilities include confined space, high/low angle rope rescue, and water rescue. The Department also assists law enforcement with SWAT and EOD responses.

A New Public Safety Building was built in 2010 which is shared by the Fire Department, Scottsbluff Police Department and Emergency Management. The building is over 21,000 square feet in size with around 8,500 feet of this space utilized for apparatus bays and the remaining square footage as administrative and day space for both departments.

**CAREER OPPORTUNITY**  
**CITY OF SCOTTSBLUFF, NEBRASKA**  
**FIRE CHIEF**

**Description of the Job:**

The Fire Chief, an exempt position, is the Chief Command Officer of the Fire Department, responsible for directing the administrative duties, operations and personnel of the Department. This job requires the exercise of discretion and independent judgment in the development of an effective fire fighting and emergency response force responsible for protection of life and property in the City. The Fire Chief is responsible for maintaining the personnel and equipment of the Department in a high state of readiness for fire fighting activities and other emergency response. The Fire Chief supervises the Emergency Management Director. The Fire Chief reports directly to the City Manager.

**Essential Functions of the Job:**

Supervise the operation of the Fire Department by providing direction to the Fire Captains, fire fighting personnel and support staff;

Prepare the annual budget, ensuring the City Manager is aware of the needs of the Department;

Formulate and prescribe work plans, methods and procedures to be followed in fire protection and related activities;

Assign personnel and equipment to such duties to meet service requirements;

Respond to alarms as needed and may assume command of the fire ground;

Responsible for implementing fire cause determination;

Oversee the training programs for all Department personnel;

Investigate all charges of violation of Rules and Regulations of the Department personnel and make recommendations regarding disciplinary action in accordance with the Civil Service Rules and Regulations, City Personnel Rules and Regulations, Union Contract, and the Administrative policies of the Department;

Participate in the recruitment and selection of new Firefighters, and for all promotional positions in the Department;

Perform evaluations for the Emergency Management Director, Fire Prevention Officer, Fire Captains and support staff; review all evaluations submitted for other employees in the Department;

Provide information and assist members of the general public in service matters related to the work of the Department;

Coordinate working relationships between the career and volunteer agencies and staffs;

Conduct periodic evaluation of the operating needs of the Department including the need for new apparatus and supplies, and make recommendations regarding such needs;

Prepare written and oral reports for the City Manager, City Council, and Civil Service Commission;

Participate in interdepartmental planning, research and training activities;

Provide community education and public relations programs with regard to Fire Department activities;

Work with all local news media and maintain positive relationships. This includes establishing reasonable rules for news releases;

Remain current on all developments in technology and operating procedures which affect fire suppression activities and other types of emergency preparedness and response;

Research, draft and administer grant applications;  
When required, perform rescue work and administer emergency medical assistance, assist in fire suppression, salvage, overhaul and fire cause determination;  
May experience prolonged exposure to potentially dangerous and hazardous events and Incidents;  
Regular attendance and punctuality required;  
Ability to respond to emergency calls outside of normal work hours;

**Knowledge, Skills, and Abilities:**

Ability to react calmly and quickly, and to exercise sound judgment in emergencies.  
Ability to establish and maintain a working relationship with other emergency agencies, City, County, State and Federal authorities, City Departments, co-workers, and the general public.  
Knowledge of laws, ordinances, rules and regulations relating to fire fighting and emergency preparedness and response.  
Ability to keep records and prepare reports;  
Ability to learn the physical aspects of the community including the layout and location of city streets, alleys, commercial, industrial, and high hazard areas within a reasonable period of time.  
Ability to communicate effectively both orally and in writing.  
Ability to understand budgeting process and fiscal management practice in handling a department budget.  
Ability to maintain the fitness level required to perform fire and rescue operations.  
Ability to work fire shift when needed.  
Ability to perform required duties while wearing a self-contained breathing apparatus.

**Minimum Qualifications:**

Education equivalent to completion of the 12<sup>th</sup> grade.  
Executive/command level experience in a career Fire Department.  
Valid Nebraska Operator's license.  
Proven team style leadership skills and abilities.  
Hearing must be normal and vision must be correctable to 20/30 with a field of vision of 140 degrees per NFPA guidelines.

**Preferred Qualifications:**

Five years of executive/command level experience in a career Fire Department.  
Completion of Accelerated Apprenticeship Program or Fire Fighter I, II, as set forth in NFPA guidelines.  
Completion of advanced courses in Fire Administration or related field.  
Specialized training at a state or national academy for Fire Service.  
Formal training in modern fire prevention and fire suppression techniques, fire administration and the scientific investigation of the causes of fire.  
Completion of National Fire Academy's Executive Fire Officer program.  
College degree in Fire Science, Business Administration or related field.

*This job description is intended to describe the general nature and level of work to be performed by employees assigned to this classification and is not intended to be construed as an exhaustive list of all responsibilities, duties and skills of personnel so classified.*

**Annual Salary:** \$69,00-\$92,500

**Benefits:**

**Vacation:** 11 days per year, with additional vacation after 10, 15, and 20 full years of service.

**Sick leave:** 12 days per year, cumulative to 90 days.

**Holidays:** 10

**Personal Leave Day:** 1 per fiscal year

**Additional:** Pension plan, health and dental insurance, life insurance.

An Equal Employment Opportunity Employer, no discrimination on basis of disability; only U.S. citizens and aliens lawfully authorized to work in the United States will be hired and all new employees are required to complete verification forms.

## APPLICATION PROCEDURE

**APPLICATIONS:** Applications must be fully completed and returned to the Secretary of the Civil Service Commission/Director of Human Resources at City Hall, 2525 Circle Dr., Scottsbluff, NE 69361. (Telephone: 308-630-6216) [jbode@scottsbluff.org](mailto:jbode@scottsbluff.org)  
Applications must be received by **4:00 P.M. MDT, FRIDAY, MARCH 16, 2018.**

**PROOF OF EDUCATION:** In addition to completing the standard application form and attachments, individuals must provide copies of education listed on the application. This proof should be submitted prior to participating in the testing process. **Any applicant failing to do so will not be allowed to test.**

**EXAMINATION:** Only qualified applicants will be allowed to take the written examination. The qualified applicants will receive a letter from the Secretary of the Civil Service Commission, advising them of the date, time, and place of the examination. This letter will include a reading list for the Fire Chief Promotional Exam. Those who pass the written test will go on to participate in the oral interviews. Details will be provided as soon as possible after the application deadline.

**City of Scottsbluff, Nebraska**  
**Application for Employment**

The City of Scottsbluff is an Equal Opportunity Employer. Race, color, religion, age, sex, disability, marital or veteran status, place of national origin and other categories protected by law are not factors in employment, promotion, compensation or working conditions.

**Please print or write legibly in ink. Fill in all blanks completely.**

POSITION APPLIED FOR:		DATE OF APPLICATION:
Last Name	First Name	Middle Initial
Address:	City and State	Zip
Telephone: Home	Cell	Work/Business

**APPLICANT INFORMATION:**

Do you have a valid driver's license <input type="checkbox"/> Yes <input type="checkbox"/> No	License No.	State	Exp. date
Are you legally eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Proof of citizenship or immigration status will be required upon employment)</i>			
*Have you ever been employed with the City of Scottsbluff before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give date: _____ What Department? _____			
*Have you ever been convicted of a misdemeanor or felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain on a separate piece of paper and include it with your application.  <i>(Prior convictions will not disqualify you from employment or consideration for employment. The nature of the crime, the time elapsed since the crime, and the nature of the employment sought will be considered. You are not obligated to disclose any records which have been sealed, and the City of Scottsbluff is not asking you to disclose the contents or details of any sealed records or that any sealed records exist. You must exclude information about any sealed record, including the existence of any sealed record, when responding to the questions in this application.)</i>			
Have you ever been dismissed from employment for misconduct, or have you ever resigned <input type="checkbox"/> Yes <input type="checkbox"/> No on request to avoid discharge? Please explain.			
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, may we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No  Are you related to anyone employed by the City of Scottsbluff? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Name of relative: _____ Department: _____			
Date you can start:		Salary Desired:	

**EDUCATIONAL BACKGROUND:**

School Name and Location	High School or GED				Undergraduate College/University				Graduate/ Professional			
	9	10	11	12	1	2	3	4	1	2	3	4
Years Completed												
Diploma/Degree												
Major and Minor Subjects												
List Licenses, Professional Registration or other Recognition:												
List Special Skills or qualifications:												

**MILITARY: Complete this section if you served in the U.S. Armed Forces:**

Branch of Service	Duties and special training:
Period of Active Duty:	Rank at Discharge:
From _____ To _____	Type of Discharge:
Are You Claiming Veteran's Preference? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, a copy of honorable discharge papers, (form DD214) must be attached to this application to be eligible. Veteran's Preference only applies when a qualified candidate obtains passing scores on all parts and phases of examination/interviews.	

**EMPLOYMENT EXPERIENCE:**

<b>For City use only!</b> This application was received by: _____ Date _____
---

Start with your present or most recent position for a period of 10 years including any military service and complete the below information fully. If you need additional space, please continue on a separate sheet of paper.  
**Application should be fully completed, without reference to attached resume. In addition, you may include a resume.**

<b>Name of Employer:</b>	Dates Employed (Month & Year)		Salary Rate:	
Address:	From: _____ To: _____	Total: _____	Starting: _____	End: _____
City _____ State _____ Zip _____	Name of Supervisor: _____ Your Position: _____			
Telephone Number: _____	Describe your duties: _____			
Reason for Leaving: _____				
<b>Name of Employer:</b>	Dates Employed (Month & Year)		Salary Rate:	
Address:	From: _____ To: _____	Total: _____	Starting: _____	End: _____
City _____ State _____ Zip _____	Name of Supervisor: _____ Your Position: _____			
Telephone Number: _____	Describe your duties: _____			
Reason for Leaving: _____				
<b>Name of Employer:</b>	Dates Employed (Month & Year)		Salary Rate:	
Address:	From: _____ To: _____	Total: _____	Starting: _____	End: _____
City _____ State _____ Zip _____	Name of Supervisor: _____ Your Position: _____			
Telephone Number: _____	Describe your duties: _____			
Reason for Leaving: _____				

**REFERENCES: List three references who are neither related to you nor a former employer.**

Name	Address (City, State, Zip)	Telephone Number	Years Known

**EMPLOYEE CONSENT**

<p>I, _____ hereby give consent to any and all prior employers of mine to provide information with regard to my employment with prior employers to the City of Scottsbluff</p> <p><b>Signed:</b> _____ <b>Date:</b> _____</p>
---

**APPLICANT'S STATEMENT: (Read carefully before signing)**

<p>I certify that answers given in this application are true and complete to the best of my knowledge. I authorize a complete background investigation, including but not limited to all statements contained in the application for employment as may be necessary in arriving at an employment decision. If I am employed by the City based on this application, I understand that false or misleading information given in my application or interview(s) will result in discharge. I understand that if I am hired, my employment is at will, and I can be terminated according to the provisions of the City of Scottsbluff's Personnel Manual.</p> <p><b>Signed:</b> _____ <b>Date:</b> _____</p>
---



# CITY OF SCOTTSSLUFF

## EMPLOYMENT REFERENCE CHECK

**Disclosure Pursuant to the Fair Credit Reporting Act:** The City of Scottsbluff may obtain a Consumer Report about you for employment purposes. This Consumer Report may contain information about you including but not limited to the information set forth below. A summary of Your Rights Under the Fair Credit Reporting Act is attached.

I \_\_\_\_\_ authorize the City of Scottsbluff to check previous employment and /or personal references listed on my application and/or resume. I also give my consent to the City of Scottsbluff to obtain the following: Records of educational institutions that I have attended;

Driving record and civil and criminal history

Employment records from previous employers to include evaluations, disciplinary history, complaints or grievances filed by or against me,

Pre-employment records from prospective employers;

A consumer report that might show financial and credit information, including credit reports and ratings; records from Financial Institutions to include loan performance, loan officer notes and financial statements, understanding that I have rights under the Fair Credit Reporting Act.

Any information from Counsel who have represented me in civil or criminal cases and I specifically waive the attorney client privilege in that regard.

The above records may be obtained through a variety of agencies/sources, including the internet.

Signature \_\_\_\_\_ Address \_\_\_\_\_

(Including maiden name)

Date \_\_\_\_\_

Social Security # \_ \_ \_ - \_ \_ - \_ \_ \_ \_ Phone Number \_\_\_\_\_

Most recent or current Employer \_\_\_\_\_

Telephone \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_

Date of Employment \_\_\_\_\_

*Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer Response*

*Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.*

### **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identify theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:**

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: <a href="http://www.federalreserveconsumerhelp.gov">www.federalreserveconsumerhelp.gov</a> Email Address: ConsumerHelp@FederalReserve.gov
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051

**ANTI-DRUG PLAN**

In accordance with the NEBRASKA DRUG FREE WORK PLACE ACT of 1988, and the City of Scottsbluff's Anti-Drug Plan, the City of Scottsbluff has instituted a drug testing program. The City of Scottsbluff has reviewed the legal, operational, social, medical and ethical aspects of instituting this program. I understand that manufacture, distribution, possession, use, sale, transfer, purchase, and transport of illegal drugs will be considered a violation of the City of Scottsbluff's Anti-Drug Plan and shall be grounds for disciplinary action, including termination. This program allows all employees to enjoy a safe, productive, and healthy work environment. Individuals are urged to seek assistance prior to problems affecting on-the-job performance.

**PRE-EMPLOYMENT:** Job applicants who are being considered for employment for positions with particular responsibilities must read the Anti-Drug Plan, sign a consent form, and submit to pre-employment drug testing.

**CERTIFICATION:** I have read, and understand the content of the above Anti-Drug Plan. I understand that compliance with the Anti-Drug Plan will be considered a condition of employment with the City of Scottsbluff.

\_\_\_\_\_   
Date

\_\_\_\_\_   
Signature

**CITY OF SCOTTBLUFF  
RECRUITMENT INFORMATION FORM**

**FOR THE POSITION OF: FIRE CHIEF**

**NAME:** \_\_\_\_\_

Are you able to perform the essential functions of the job as listed on the attached Job Opportunity form?    YES                      NO

If no, are there reasonable accommodations that can be made to allow you to perform the essential functions of the job?

\_\_\_\_\_  
\_\_\_\_\_

**On a separate sheet of paper, please restate the questions below and provide written responses. Attach to the completed application for employment. Please be short and concise with your response.**

1. Please describe your management style.
  
2. How important is long range strategic planning? Why?
  
3. Describe your communication skills and experience in public presentations.
  
4. Detail your experience in budget preparation and management as well as efforts in exploring and acquiring alternate funding sources.
  
5. Please describe your understanding of the roles of the city council, city manager, and department heads in a council-manager form of government.
  
6. Describe your experience in supervising and evaluating personnel.
  
7. Explain your computer skills and what programs you have worked with.