



SHAKOPEE

SHAKOPEE, MINNESOTA **FIRE CHIEF**



EXECUTIVE RECRUITMENT





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THE COMMUNITY

Located in the southwest corner of the Minneapolis-St. Paul metropolitan area, Shakopee is a distinctive river town with a variety of businesses, cultural and recreational opportunities. Shakopee business include Amazon, Shutterfly, Entrust Datacard, AmeriSource Bergen and Emerson Process Management. Shakopee also boasts a downtown with a unique collection of local shops and boutiques, as well as a variety of restaurants and local breweries.

Shakopee is the 23rd largest city in Minnesota and a regional recreation destination as the home to both Valleyfair, the largest amusement park in the upper Midwest and the Canterbury Park racetrack, which offers live horse racing and a year-round card casino. Shakopee annually hosts the unique Minnesota Renaissance Festival.

Located in the heart of Minnesota River Valley, Shakopee boasts first class local recreation facilities. Shakopee has a networked system of 920 acres of parks and open space that include active, passive, and developed and undeveloped park areas as well as more than sixty miles of trails. The Shakopee Community Center offers fitness equipment, gyms, a walking track, an indoor aquatic center, indoor playground, and it is also home to the Shakopee Ice Arena and the Shakopee Skate Park. SandVenture Aquatic Park offers a unique pool modeled after area lakes and offers a sand beach leading out a sand-bottom chlorinated pool.

Shakopee is served primarily by Shakopee School District 720. The Shakopee School District serves more than 8,000 students in Shakopee and the nearby communities of Savage and Prior Lake as well as Jackson, Louisville, and Sand Creek Townships. The school district has an early childhood center, five K-5 elementary schools, two 6-8 middle schools, one 9-12 high school and one 10-12 alternative learning center. Shakopee public schools are known for a diverse student population with more than forty languages spoken in the schools.

Shakopee residents boast easy access to all the amenities of the metropolitan area, while also ranked as one of the Best Places to Live by Money Magazine.

DEMOGRAPHICS/GENERAL INFORMATION

Population: **45,593**

Square miles: **29.81**

Resident demographics by race:

White or Caucasian: **68.5%**

Asian: **11.2%**

Black or African American: **8.5%**

Hispanic or Latino: **8.0%**

Two or more races: **7.2%**

Median home value (owner occupied):

\$295,000

Median household income: **\$ 96,473**



SHAKOPEE

THE ORGANIZATION

The City of Shakopee operates under a Council-Administrator form of government. The mayor and four council members are non-partisan, elected at large for four-year staggered terms.

The mayor and City Council are the elected policy makers for the City of Shakopee. Their responsibilities include:

- Adopting and enforcing ordinances
- Establishing public and administrative policies
- Appointing the city administrator and administrative staff
- Creating boards and commissions
- Managing the city's financial operations, including levying taxes, approving a budget, auditing expenditures, and borrowing money
- Transacting all other city business as required by law

The five members of the City Council also serve as the Economic Development Authority (EDA).

The mayor is the chief executive officer of the city and presides at meetings of the City Council. The mayor is a voting member of the council, with no power of veto. The five-member City Council also serves the Economic Development Authority (EDA).

The Mayor and Council appoint the City Administrator who serves as the chief administrative officer for the City. The Administrator is responsible for day-to-day oversight of city operations and providing direction to all city departments.

Shakopee is a full-service city with following departments: Administration, Building Inspections, Communications, Engineering, Finance, Fire, Human Resources, Parks and Recreation, Planning and Development, Police and Public Works. The 2024 adopted general fund budget is \$34.5 million and the City maintains an AA+ Bond rating.





THE FIRE DEPARTMENT AND THE POSITION

The Fire Chief is responsible for the overall management and leadership of the City of Shakopee Fire Department. Created in 1883, the department has a rich 140-year history of service to the city and region, the combination department operates from two (2) fire stations with eight full-time and forty-six paid on call firefighters who provide fire suppression, rescue and emergency medical assistance, and fire prevention and education services to the community. The Fire Chief works under the City Administrator and in collaboration with other city department directors and regional partners also serves as the City's Emergency Manager.

Shakopee has recently assessed the department through Citygate Associates and is seeking an experienced chief who can help lead the department's transition and establish a department viewed with ethics and integrity that delivers an elevated level of professional service. The Fire Chief works under the City Administrator and in collaboration with other city department directors and regional partners.

CANDIDATE QUALIFICATION CRITERIA

The following list provides the required attributes a candidate must have to be successful in working for the City of Shakopee:

- A bachelor's degree in fire science, public administration, or a related field from an accredited college, university, or vocational school; A master's degree is preferred.
- A minimum of 10 years' experience with a minimum of 5 years of demonstrated leadership in a fire service command position in a department of equal or greater size and responsibility.
- Must possess personal, ethical, and moral standards of the highest level.
- Demonstrated success in the areas of team building and working within a combination department structure.
- Demonstrated ability to be objective, adaptable, and flexible along with being relationship oriented and can build trust with both internal and external stakeholders.
- Participative and engaging communicator that can bring fresh ideas to the organization, has a high-level of energy, with a versatile approach to interacting with the community, city officials, staff, and other stakeholders.
- A person that understands the need for, and how to use, data for problem solving, community risk reduction efforts, effective community education and engagement, and to develop a strategic plan for the future of the department.
- The ability and desire to coach and mentor staff to foster personal growth and leadership talent.
- Must be able to obtain and maintain Minnesota State Firefighters License.
- Previous experience in Emergency Management would be a plus.



COMPENSATION AND BENEFITS

The salary range for this position is \$132,434 to \$165,568 with the mid-point being the anticipated hiring range, DOQ. The city also provides a uniform and cell phone allowance, comprehensive benefits, including participation in the Minnesota State retirement system.

HOW TO APPLY

The position will remain open until filled with priority given to applicants that apply by March 4, 2024, with resume, cover letter and contact information for five work-related references to the attention of either Charlene Stevens, Executive Vice President, or John Storm, Vice President, GovHR USA, 630 Dundee Road, #225, Northbrook, IL 60062. Tel: 847-380-3240. The City of Shakopee, MN is an Equal Opportunity Employer.

