

RESOLUTION 941

CALLING A DEPARTMENTAL PROMOTIONAL LIMITED EXAMINATION FOR AN ELIGIBLE LIST IN THE FIRE DEPARTMENT IN THE CLASSIFIED SERVICE OF THE CITY OF SAN ANSELMO, AS PROVIDED FOR IN ORDINANCE NO. 244 OF THE CITY OF SAN ANSELMO.

WHEREAS, there is no eligible list of qualified applicants for the position of Fire Chief, in the Fire Department in the Classified Service of the City of San Anselmo, and

WHEREAS, public interest, convenience and necessity requires that such a list be established inasmuch as the present Fire Chief will be retiring on approximately June 30, 1963.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of San Anselmo, that a Departmental Promotional limited examination to create an eligible list for the position of Fire Chief, in the Fire Department, in the Classified Service of the City of San Anselmo, shall be held in accordance with the following "NOTICE OF CIVIL SERVICE EXAMINATIONS".

"NOTICE OF CIVIL SERVICE EXAMINATION"
attached hereto and made a part hereof.

BE IT FURTHER RESOLVED THAT The California ^{State} Personnel Board be, and is, hereby declared to be the agency to conduct all portions of such examination.

Anita Gannon
ANITA GANNON, CITY CLERK

I hereby certify that the foregoing resolution was duly passed and adopted at a regular meeting of the San Anselmo City Council held at the City Hall, San Anselmo, on the 26th day of February, 1963.

AYES COUNCILMEN: Clute, Smith, Franchini, Capurro, Reichmuth

NOES COUNCILMEN: none

ABSENT COUNCILMEN: none

Anita Gannon
ANITA GANNON, CITY CLERK

NOTICE OF CIVIL SERVICE EXAMINATION

NOTICE IS HEREBY GIVEN that the City of San Anselmo will conduct a Departmental Promotional - limited examination to establish an eligible list for the position of Fire Chief, in the Fire Department, in the Classified Service of the City of San Anselmo, as provided for in Ordinance No. 244 of the City of San Anselmo as follows, to wit:

FIRE CHIEF, FULL TIME. SALARY RANGE \$676 - \$821

QUALIFICATION REQUIREMENTS: The examination is open to any member of the San Anselmo Fire Department having the rank of Lieutenant or higher at the time of the filing deadline.

DUTIES: Under administrative direction, plans, organizes, directs and coordinates the activities of Fire Department personnel in providing fire protection services to the City; attends fires and exercises over-all supervision of firefighting operations; as required, takes over immediate supervision of rescue and firefighting activities.

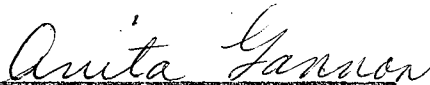
Interviews and advises on the hiring, lay-off or discharge of employees; evaluates employee performance; formulates a program of in-service training, and sees that the program is carried out; formulates rules, procedures and policies and sees that they are enforced; investigates personnel problems taking disciplinary or other action as necessary; organizes, trains and directs the work of volunteer firemen; coordinates the services of regular and volunteer firefighting crews.

Supervises the requisition, maintenance and operation of firefighting equipment; prepares specifications for firefighting equipment; maintains records of fire calls and fire losses; recommends location of fire hydrants and fire alarm stations; attends conferences and conventions on fire protection matters; formulates an annual budget and controls budget expenditures.

SAID EXAMINATION shall consist of the following parts and subjects, with the weight of each part or subject, if any, set forth, as follows, to wit:

Part 1.	Seniority as per Rule VI, Section 4, of Civil Service Rules	10%
Part 2.	Efficiency as per Rule VI, Section 4, of Civil Service Rules	10%
Part 3.	A written test to determine fitness	40%
Part 4.	Oral examination and interview	40%
	Total Weight	100%

A passing grade of 70% is required in each part of the examination. The agency selected to give the examination shall have full authority to determine whether or not raw scores in the written portion of the examination shall be adjusted.


ANITA GANNON, CITY CLERK