



Job Announcement

Project Manager (Temporary)

North County Regional Fire Authority is currently seeking applications for the position of

Temporary Project Manager (approximately 12-18 months)

Applications accepted: September 10, 2020 – 5pm September 24, 2020

Position Details	Benefits if Negotiated
Salary: \$40 - \$50/hr., plus benefits to be negotiated	Washington State Public Employee Retirement System (PERS)
Expected Shift Schedule: Mon – Fri, 8a-5p (Schedule changes may occur during emergency situations)	Deferred Compensation
Annual Paid Holidays, Vacation Leave	Medical/Dental/Vision/Life Insurance
Paid Sick Leave	Voluntary Life Insurance Options

Qualifications:

- Candidates must be 18 years of age or older at the time of application
- Bachelor’s degree in computer science, business, or a related field
- Documented history of project management and related experience that establishes understanding of fire service needs and projects
- Project Management Professional (PMP) certification / PRINCE II certification preferred, or in progress
- An insurable driving record
- Successfully pass drug screening and comprehensive background review prior to hiring
- Proven ability to solve problems creatively
- Strong familiarity with project management software tools, methodologies, and best practices
- Experience seeing projects through the full life cycle

- Excellent analytical skills
- Strong interpersonal skills
- Proven ability to complete projects according to outlined scope, budget, and timeline

Requirements

- Proven working experience in project management
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multitasking skills
- Strong working knowledge of Microsoft Office
- Bachelor's degree in appropriate field of study or equivalent work experience

The Organization

North County Regional Fire Authority, known as "North County Fire & EMS," provides fire suppression and emergency medical service to 25,000 people over 110 square miles, including the City of Stanwood. More than 70 emergency personnel respond to approximately 4,200 calls per year. North County Fire & EMS is debt-free, operates under a balanced budget and has passed all its independent audits by the state.

Vision Statement

North County Fire/EMS provides premier medical services, fire, and all-hazard emergency response to reduce risk and enhance the health, welfare, and preparedness of our entire community.

Values

Integrity - We take personal ownership of all facets of the organization and service we provide to the community, in an honest and trustworthy manner.

Excellence - We are committed to professionalism, progressive leadership, and fiscal responsibility.

Communication - We provide clear, transparent, and open communication.

Innovation - We continuously seek effective ways to carry out our mission.

Family - We believe in the importance of family, both personally and professionally.

Application Process Information

- Applications are due by September 24, 2020, no later than 5:00pm
- Only completed application packets will be reviewed. Application packets **MUST** include:
 - Completed application packet (including background check authorization forms)
 - Photocopy of current driver’s license
 - Photocopy of Bachelor’s Degree
 - Any relevant professional certifications you have obtained that you want to include
 - Supplemental questions submitted on less than 1 page per question:
 1. Please describe your experience with grants and project management in public agencies and more specifically fire department grants and bond application and management?
 2. How does your educational and certification background apply to this immediate position and allow for immediate results and managing the fire department training center project?
 3. Provide experiences and background that you feel will help to manage fire department projects?

Applications can be returned:

By Mail

North County Regional Fire Authority
 8117 267th St NW
 Stanwood, WA 98292

By Email

kcasey@northcountyfireems.com

Applications packets will be reviewed and only the top candidates will be contacted for next steps in the application process.

Applicant Timeline

North County Regional Fire Authority is providing this timeline to help you plan your current work schedule and make travel arrangements while you are in the application process. Please note the dates indicated for “Email Notice of Advancement”. At that time, you will be notified whether or not you are proceeding to the next step in the process. Those who are moving on will receive further instructions.

*****This timeline may be modified by the RFA as needed*****

Applications Due	September 24, 2020 by 5:00pm
Email Notice of Advancement:	September 25, 2020
Panel Interviews	October 01, 2020
Email Notice of Advancement: Instructions to schedule Chief’s interview	October 02, 2020
Chief’s Interview	October 07, 2020
Conditional Offer of Employment	October 08, 2020
Comprehensive Background Screening	October 09, 2020
Drug Screening	Week of October 12, 2020
Tentative First Day of Employment	October 19, 2020



DISCLOSURE AND RELEASE FORM

In connection with my application for employment (including contract for services or volunteer services) or tenancy with North County Regional Fire Authority, at 8117 267th St NW Stanwood, WA 98292, consumer reports will be requested. These consumer reports (investigative consumer reports in California) may include the following types of information: names and dates of previous employers, salary, work experience, education, accidents, licensure, credit (except California), etc. I further understand that such reports may contain public record information such as, but not limited to: my driving record, judgments, bankruptcy proceedings, criminal records, etc., from federal, state and other agencies which maintain such records.

In addition, investigative consumer reports as defined by the federal Fair Credit Reporting Act, gathered from personal interviews with former employers and other past or current associates of mine to gather information regarding my work performance, character, general reputation and personal characteristics, may be obtained.

I AUTHORIZE, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY THE CONSUMER REPORTING AGENCY TO FURNISH THE ABOVE-MENTIONED INFORMATION.

I have the right to make a request to the consumer reporting agency: **Background Screeners of America**, 18344 Oxnard Street, Suite 101, Tarzana, CA 91356; telephone (866) 570-4949 (“Agency”), upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including the sources of information and the agency, on our behalf, will provide a complete and accurate disclosure of the nature and scope of the investigation covered by the investigative consumer report(s); and the recipients of any reports on me which the agency has previously furnished within the two year period for employment requests, and one year for other purposes preceding my request (California three years). I hereby consent to your obtaining the above information from the agency. You may view their privacy policy at their website: www.wescreenusa.com

I hereby authorize procurement of consumer report(s) and investigative consumer report(s). If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for you to procure consumer reports at any time during my employment (or contract) period.

California, Minnesota and Oklahoma Applicants only: Check box if you request a copy of any consumer report ordered on you.

Notice to California Applicants:

You have the right under Section 1786.22 of the California Civil Code to contact the Agency during reasonable hours (9:00 a.m. to 5:00 p.m. (PTZ) Monday through Friday) to obtain all information in your file for your review. You may obtain such information as follows: 1) In person at the Agency’s offices, which address is listed above. You can have someone accompany you to the Agency’s offices. Agency may require this third party to present reasonable identification. You may be required at the time of such visit to sign an authorization for Agency to disclose to or discuss your information with this third party; 2) By certified mail, if you have previously provided identification in a written request that your file be sent to you or to a third party identified by you; 3) By telephone, if you have previously provided proper identification in writing to Agency; and 4) Agency has trained personnel to explain any information in your file to you and if the file contains any information that is coded, such will be explained to you.

Notice to New York Applicants:

For consumers applying for work in New York: I acknowledge receiving a copy of Article 23-A of the New York Correction Law _____ . (NY Applicant Initials)

I have read and I understand this page.

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Initials

I acknowledge I have been provided a copy of consumer's rights under the Fair Credit Reporting Act.

NAME: Last	First	Middle
Social Security #		Date of Birth
Email		
Current Address:		Previous Address:
Street 1 Apt or Unit # City ST Zip		Street 1 Apt or Unit # City ST Zip
Drivers Lic. #		State Issuing
Alias or Maiden Names Used:		

X _____ DATE: _____
APPLICANT SIGNATURE

Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

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.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

- **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 identity 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, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore 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.consumerfinance.gov/learnmore 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.consumerfinance.gov/learnmore.
- **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 1-888-567-8688.
- **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.consumerfinance.gov/learnmore.

Applicant Copy

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. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates. b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:</p>	<p>a. Bureau of Consumer Financial Protection 1700 G Street NW Washington, DC 20006 b. Federal Trade Commission: Consumer Response Center –FCRA Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050 b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480 c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106 d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Department of Transportation 400 Seventh Street SW Washington, DC 20590</p>
<p>4. Creditors Subject to Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 1925 K Street NW Washington, DC 20423</p>
<p>5. Creditors Subject to Packers and Stockyards Act</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 406 Third Street, SW, 8th Floor Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F St NE Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>

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