



North County Regional Fire Authority

serving the Cities of Arlington and Stanwood
as well as communities of Bryant, Freeborn, and Warm Beach



Creating an Eligibility List for

Support Services/Emergency Manager

Assistant Fire Chief

Salary Starts at \$11,165 – \$14,168
with Excellent Benefits & Other Pay Incentives

Application materials may be obtained at www.northcountyfireems.com

Deadline to apply: June 30, 2022

Our Mission & Values

Our mission is “to provide premier medical services, fire, and all-hazard emergency response to reduce risk and enhance the health, welfare, and preparedness of our entire community”.

We accomplish this with the following core values:

- Integrity
- Innovation
- Pride
- Professionalism
- Ownership

Our Fire Department

North County Regional Fire Authority is comprised of seven fire stations with a service area of approximately 120 square miles. We serve an estimated population of over 45,000 residents (including our contracted fire service areas). Our organization provides service to our residents 24 hours a day, 365 days a year with a combination of Full Time Staff, Part-Paid staff, and volunteer staffing.

The most visible and valued services provided by the North County Regional Fire Authority is our response to, and control of, emergency events that affect the citizens in the area that we serve.

Overall, North County Regional Fire Authority provides a variety of emergent & non-emergent services including:

- Fire Suppression
- ALS/BLS Emergency Medical Services and Transport
- Hazardous Materials Response
- Water Rescue
- Public Information and Education (School information, education and prevention, elderly home & institution safety and general fire & injury prevention, Etc.)
- CPR & First Aid Instruction
- Basic Firefighter Academy (NIMS 100 & 200, Firefighter One, Hazmat Awareness, and Operations, & Emergency Medical Technician certifications
- Varied service calls (Items that could reasonably become an emergency & out of the ordinary.)

Each day our department operates with staffing strategically positioned at six fire stations (The seventh station is a volunteer only station) within our 210 square mile service area. Our departments' emergency response system utilizes a combination of both career and volunteer personnel. This deployment model provides the most cost-effective delivery of personnel and equipment to ensure that patient care, firefighting, and any other emergencies are responded to and mitigated in the least amount of time.

The Position

Manages, and operates the RFA's Support Services Division to include the apparatus maintenance program, grant management, facility operations/development, Public Information/Education, and technical support services. This position also supports administration in assignments such as, but not limited to, overseeing bid processes, community

risk reduction/emergency management, attending meetings, etc. Liaison to the cities in EOC coordination with Department of Emergency Management per ILAs with the cities we serve.

Individuals assigned to this position are expected to apply a thorough knowledge of administrative and technical matters and of modern management methods to a variety of work situations. Individuals are expected to develop and maintain records of activities.

Responsibilities have a major impact on the protection of life and property and the success of the overall operation.

Selection Process

- Posting closes on June 30, 2022.
- Oral Board Interviews will be held on July 06, 2022.
- Chief's Interviews will take place July 13, 2022.

Minimum Qualifications

- Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above job description.
- Requires thorough knowledge of principles, practices and procedures of modern firefighting, fire prevention, fire administration, training and emergency medical services and of the rules and regulations of the fire department.
- Requires knowledge of federal and state requirements regarding purchasing and public works projects for local government agencies.
- Requires project management skills to ensure that public works projects and other large expenditures are brought on line within time and budget.
- Requires ability to express ideas clearly and concisely, orally and in writing, to groups and individuals.
- Requires ability to establish and maintain effective working relationships with civic and official groups, representatives of cooperating agencies and the general public as well as to command and hold the respect of subordinates.
- Requires a high school diploma or equivalent with a Bachelor's Degree in Fire Science or applicable area from an accredited college.
- Requires a cumulative of seven (7) years of fire/emergency service experience

Required Documents

- Application
- Supplemental Questions

To be Considered

If you are interested in this outstanding career opportunity, please consider submitting your application and required documents to Katie Casey, Human Resources Manager at kcasey@northcountyfireems.com . Application packets submitted **MUST** be submitted as **ONE PDF DOCUMENT**. **Incomplete or improperly submitted applications will not be accepted.** Deadline for application submission is June 30, 2022. A complete job description and application can be found here: <https://www.northcountyfireems.com/employment/index.cfm>

Compensation & Benefits

Salary begins at \$11,165 – \$14,168 depending on experience and qualifications.

Benefits Include:

- Medical, Dental & Vision Insurance
- Life Insurance
- Washington State Department of Retirement Systems (LEOFF)
- State of Washington (DRS) or Nationwide Financial Deferred Compensation Plans
- Education Incentives
- Longevity Pay
- Vacation Leave
- Sick Leave
- Paid Holidays



North County Regional Fire Authority

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North County Regional Fire Authority Pre-Employment Supplemental Questions

In order to get a better sense of your writing skills and additional insights into your experience, please answer the following questions. Limit your responses to no more than a single page per question and email your responses as part of your application to kcasey@northcountyfireems.com

1. Please tell us why you are interested in this position and why it is a good time in your career to come to North County Regional Fire Authority.
2. Describe your experience as related to managing major emergency events/disasters, disaster management, and emergency operations center management as it relates to full-scale events.
3. Please describe your experience working with and developing budgets, your experience with project management/purchasing processes, and logistical support to line personnel.