



Washington

## DEPUTY CHIEF

# \$135,000 - \$150,000

*Plus Excellent Benefits*

*Apply by*

**February 7, 2021**

*(First Review, Open Until Filled)*

**PROTHMAN**



**THE COMMUNITY**



Located in the beautiful Snoqualmie Valley along SR-203, Duvall is 10 miles east of Redmond, halfway between Monroe and Carnation, and 25 miles east of Seattle.

Duvall is a diverse and vital community of 7,325 residents that welcomes families to set down roots and enjoy small town living. Duvall is a favorite residential community for both commuters and for those who choose to conduct business in a small-town setting. Duvall maintains its small-town character with old-fashioned storefronts, single family homes, hobby and commercial farms, forested hills, and the snowy peaks of the Cascades. The rural environment combined with the area’s surrounding beauty and outdoor recreation activities make Duvall a great place to live.

Proximity to major employers, such as Boeing and Microsoft, make the Duvall area a desired location for commuters to enjoy a relaxed, small town atmosphere while maintaining proximity to major cities and attractions. The area is noted for its scenery and is a favorite for outdoor enthusiasts that bike and hike. Many citizens participate in local events and outdoor festivals such as Movies in the Park, Duvall Days and parade, Sand Blast, the Farmer’s Market, Christmas tree lighting, and the firefighter’s annual Pancake Breakfast. Through these, and other events, the warmth of a smaller community is enjoyed by the residents.



Area schools are part of the Riverview School District which boasts a rate of 70% of graduating seniors advancing to college. The school district covers 250 square miles and serves more than 3,250 students in three elementary schools, one middle, one high school, and three alternative programs.

**THE DISTRICT**

Duvall-KCFD 45 is a special purpose taxing district that serves an area of approximately 53 square miles that includes the City of Duvall, the communities of Lake Margret, and Lake Marcel, and a large portion of unincorporated King County. The District is made up of areas that are both suburban and rural and includes farms, ranches, and neighborhoods. The District is governed by a three-member Board of Fire Commissioners who are elected to rotating 6-year terms. The Commissioners are responsible for assuring that the Fire Department is properly funded and is performing the necessary fire protection and life safety duties, establishing policies under which the members of the Department operate, and communicating with citizens on Department issues.

Duvall-KCFD 45 operates on an annual budget of \$5.2 million with 28.375 FTEs including 22 Firefighters. Calls for service are supported by a combination of career and volunteer members assigned to the headquarters station. A fully staffed, new station located in the eastern portion of the District opened in December. The District also utilizes a training facility and volunteer station. The District has a strong working relationship between IAFF Local 2878 and the volunteers, which strengthens response capabilities and staffing levels. In 2019, the District responded to 1,175 calls with the majority being emergency medical related. The District works regionally with neighboring fire departments in specialized areas such as hazardous materials response and wildland firefighting while utilizing functional consortiums for dispatch and advanced life support services.

## THE POSITION

Under the direction of the Fire Chief, the Deputy Chief performs command and administrative functions and is responsible for the oversight and support of emergency services delivery and preparedness, supervision of the Company Officers, volunteer program ownership and scheduling, departmental short and long-term planning, budget development and operation, statistical tracking and reporting, and other duties as assigned. For a full job description, please view the attachment found [here](#).



## OPPORTUNITIES & CHALLENGES

1. The Deputy Chief will be responsible for navigating the new two-station system.
2. Discovering new ways to connect with the community in pandemic/post-pandemic times will be a priority.
3. The next Deputy Chief will have the opportunity to mentor new and future officers.



## IDEAL CANDIDATE

### Required Education and Experience:

- An Associate degree in fire science, business management, public administration, or other applicable field from a regionally accredited college or university.
- Completion of ICS 100, 200, 300, 400, 700, and 800, or the ability to complete within one year of hire.
- Incident Safety Officer (NFA or equivalent).
- Washington State and/or National Registry Emergency Medical Technician certification or completion within one year of appointment.
- A current driver's license from a U.S. state or U.S. possession.
- Demonstrate the fitness level required of a firefighter by completing the District's firefighter Physical Ability Test.
- Comfort with basic computer operations and software.

### Preferred Qualifications

- A bachelor and/or master's degree in public administration or a related field from a regionally accredited college or university.
- Successful completion of, or currently enrolled in, the National Fire Academy's Executive Fire Officer Program and/or other executive programs.
- Proven experience with a unionized workforce to include contract negotiation, contract management, and conflict resolution.
- Strength in information technology such as webpage design/maintenance and statistical reports.
- IFSAC Fire Officer II or equivalent.
- IFSAC Instructor II or equivalent.
- Chief Fire Officer Designation through the Commission on Professional Credentialing.
- Inspector/Code experience.
- Competency in statistical management and reporting.
- IFSAC Inspector II or equivalent.
- Fire prevention experience (codes, inspections, investigations, and public education).
- Wildland firefighting certifications/experience. (NWCG FFII, etc.)

**Necessary Knowledge, Skills and Abilities:**

- A familiarity with the governance and operations of fire districts.
- Ability and willingness to mentor and develop others within the organization and be a people-oriented team player with excellent interpersonal relationship skills.
- Capable of motivating and challenging employees to provide high quality customer service.
- Strong communication skills; both orally and in writing.
- Knowledge of collective bargaining.
- The ability to work within a collaborative management team.
- A strong background with partnerships, regionalization, and inter-agency cooperation.
- Proven to be a well-respected professional who exhibits integrity, honesty, and possesses the highest ethical standards.
- Ability to analyze organizational strengths and weaknesses and make recommendations for short/long-term approaches to improvement.
- Ability to develop and maintain a budget.
- Proven experience as a good listener who is accessible and approachable with an open-door policy, all while supporting the chain of command.
- A history of progressive, proactive, and innovative program development and work planning.
- A reputation for successful follow-through and consistent implementation of programs and policies, and a willingness to be a caretaker of the District’s reputation.
- Ability to create/maintain effective relationships with and between paid and volunteer personnel.
- Ability to effectively comprehend, develop, and implement plans to deal with critical issues.
- Ability to empower personal growth through delegation.

**COMPENSATION & BENEFITS**

- **\$135,000 - \$150,000 DOQ**
- Medical/Dental Insurance. PEBB and Delta Dental premiums for employee and eligible dependents paid by the District. Plan is \$250/750 deductible, 85%/15% plan.
- Flexible Spending Account (FSA). \$150/year
- Medical Benefit Allowance (MBA). \$2400/year (\$200/month)
- Health Reimbursement Arrangement (HRA) contribution of \$2100/year.
- Washington State LEOFF2 Retirement system.
- Uniform provided by District.
- Deferred Compensation - District match up to \$2100/year (\$175/month)
- 80 Annual Vacation Hours accrued monthly; 160 hours maximum, 10 Paid Holidays.
- 8 hours sick leave/month, no maximum.
- Bereavement Leave up to five days paid; based on circumstances.
- Jury Duty.
- District Vehicle, marked, some personal use allowed while in on call status.
- Life Insurance - \$25,000 policy provided at no cost to employee.

**For more information,  
please visit:  
[www.duvallfire45.com](http://www.duvallfire45.com)**



Duvall-King County Fire District 45 is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 7, 2021** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **[www.prothman.com](http://www.prothman.com)** and click on "**Open Recruitments**", select "**Duvall-King County Fire District 45, WA – Deputy Chief**", and click "**Apply Now**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



**[www.prothman.com](http://www.prothman.com)**

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