



Washington

# ASSISTANT CHIEF OF OPERATIONS

## \$181,200 - \$201,000

*Plus Excellent Benefits*

*Apply by*

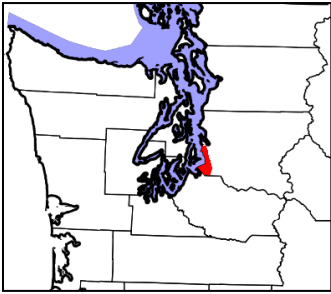
**July 17, 2022**

*(First Review, Open Until Filled)*

**PROTHMAN**



**THE COMMUNITY**



South King Fire & Rescue (SKFR) is headquartered in the Pacific Northwest between the mid-point of Seattle and Tacoma, Washington. SKFR serves a population of 150,000 citizens within the Cities of Federal Way and Des Moines, including unincorporated Lakeland North and Lakeland South, a small portion of the City of Normandy Park, and the City of Auburn’s west hill. With nearly 30% of the region’s population speaking a language other than English and 111 different languages spoken in local households within SKFR’s boundaries, the South King County region is highly diverse in its population.

On the north side of the SKFR’s boundaries, Des Moines and the small city of Normandy Park are primarily residential communities that sit on the eastern shore of the Puget Sound, midway between Seattle and Tacoma. Home to approximately 32,000 residents, Des Moines, is often called the "Boating Capital of the Pacific Northwest" and is considered one of the best places in the Northwest metro to enjoy quaint waterfront living and easy beach access with the convenience of large city amenities minutes away. With six miles of shoreline, Des Moines gives residents and visitors access to public beaches, waterfront parks, exceptional restaurants, several fishing piers, and a boardwalk that has seen significant improvements and renovations over the past decade. The community is also home to a 900 slip, full-service marina with 1,500 feet of transit moorage and fuel services.



To the south of Des Moines and Normandy Park, the city of Federal Way is the largest city within SKFR’s boundaries and home to nearly 96,000 residents. The community has fostered quality commercial and residential growth while enhancing the quality of life for all with infrastructure improvements, a growing job base, various recreational opportunities, and new neighborhood parks. Federal Way’s active and passive recreation is evident in the many parks and trail system, which extends throughout the community and provides outdoor activity and education about the natural habitats. Located within the city, Celebration Park is recognized as one of the premier facilities for soccer and softball on the West Coast. In addition, the Weyerhaeuser/King County Aquatic Center is home to many national and international swimming and diving competitions.



Federal Way’s rich arts, culture, and entertainment offerings include an award-winning theatre group, a professional symphony orchestra, two dance troops, male and female choruses, and quartets. Wild Waves and Enchanted Village, the region’s premier amusement and water park, has over 60 acres of water slides and roller coasters. Dash Point State Park is a popular destination for its 398-acre camping park features 3,301 feet of saltwater shoreline. The beach provides unobstructed views of the Puget Sound and opportunities to swim, fish, sail, kayak, picnic, and enjoy marine life.

## THE DISTRICT

South King Fire & Rescue (SKFR) is governed by an elected 5-member Board of Fire Commissioners that each serve a 6-year term. SKFR's service area covers approximately 41 square miles with nearly 150,000 people and a population density of almost 4,000 people per square mile. SKFR is an all-hazards career department with 35 administrative staff that support 150 career firefighters. The district operates on a 2022 total operating budget of \$38,480,209. In 2021, SKFR responded to 23,325 9-11 calls that included 255 structural fires, 4,718 service-related calls, and 18,352 EMS incidents.

SKFR has 7 responding stations housing nearly 15 frontline apparatus, including fire engines, ladders, aid cars, rescue and hazmat vehicles, and a saltwater fireboat. The District operates a separate fleet maintenance shop, logistics facility, and training center. In 2018, SKFR joined the South King County Fire Training Consortium, comprising 13 King County fire agencies, totaling approximately 1,300 firefighters.

## THE POSITION

Reporting directly to the Fire Chief, the Assistant Chief of Operations is the District's Chief Emergency Incident Command Officer that oversees all fire-related operations and training functions. This exempt, confidential management position is a senior member of the District's administration. The Assistant Chief of Operations assists the Fire Chief and Executive Director with long-range planning, budget preparation, and collective bargaining. To view a complete job description and the full scope of responsibilities of this position, please view the attachment found [here](#).



## OPPORTUNITIES AND CHALLENGES

1. There are ongoing challenges related to the budget with the tax limiting legislation.
2. The aftermath of COVID-19 has created extraordinary challenges. The incoming Assistant Chief of Operations is expected to make an immediate impact to ensure the continuation of daily fire operations and re-engaging the District with the community.
3. There is a need to develop internal candidates for future leadership positions. The Assistant Chief of Operations oversees the development of an ongoing officer training program and provides strong mentorship to prepare for turnover in top leadership positions.
4. The Assistant Chief of Operations must address a recent organization health assessment. Developing a new strategic vision and implementing changes will take strong leadership, planning, and organizational management skills.

## EDUCATION AND EXPERIENCE

### Required:

- A bachelor's degree from an accredited college or university in Business Administration, Public Administration, or a related field.
- Ten (10) years of progressive experience in fire and emergency medical services. At least five (5) years in middle management or executive administration, or an equivalent combination of education and experience as approved by the Fire Chief.
- Completion of Incident Command Systems (ICS) 100, 200, 300, 400, 700 and 800.
- Must possess or be able to obtain a valid Washington State driver's license with certification of Emergency Vehicle Incident Prevention (EVIP), or equivalent, without a record of suspension or revocation in any state.
- No felony convictions or disqualifying criminal history.
- Insurable by District's insurance carrier.
- Must pass a District required medical/drug and psychological exam and a criminal and credit/background check.

### Desired:

- A Master's Degree from an accredited college or university in an appropriate discipline.
- Completion of the National Fire Academy Executive Fire Officer Development Program (EFO).

**KNOWLEDGE, SKILLS, AND ABILITIES**

- The ideal candidate must have a strong business and political acumen, a history of successful labor relations, and see ‘doing the right thing’ as a fundamental principle in their leadership toolbox.
- Proven skill of being a strong partner with all workgroups in an agency, including support staff, fire operations, elected officials, labor unions, and regional partners.
- The ideal candidate brings strategic leadership and inspires outstanding performance through their actions, attitude, and professional and team development, and understands that embracing and supporting equity amongst the staff and valuing diversity is the key to delivering high-quality services to the community.
- An ability to have an eye on safety and service delivery and ensure behavior that demonstrates a welcoming environment, professionalism, and accountability at all levels.
- An ideal Assistant Chief provides visionary leadership and is a quick study to get up to speed on issues facing SKFR and the local communities. They are a proactive leader with a growth mindset.
- Strong written and oral communication skills that are clear and concise, and the ability to explain the ‘why’ behind decisions with timely follow-up. The ability to maintain confidentiality is critical.
- The ideal candidate embraces a ‘management by walking around’ philosophy that creates opportunities to interact with all staff and share information regularly. This requires the Assistant Chief of Operations to actively listen, invest in the result, and not micromanage processes.



- A track record of participation in community activities and functions. The Assistant Chief of Operations is a strong advocate for the organization as they are expected to promote the agency, its members, and the services provided by the Fire District. There is an expectation that this position engages with the communities, various civic services, and special interest groups.
- The ideal candidate demonstrates experience in strategic planning, succession planning, professional development, and project management.
- The incumbent has a strong understanding of the general fund and capital budgeting. This includes laws governing fire district funding, fiscal responsibility and accountability, and alternative funding sources.
- A background and experience in labor relations, including interest-based bargaining. The ideal candidate sees Labor as a partner in the decision-making process where appropriate.
- The new Assistant Chief constantly looks to the future and seeks collaboration at all levels as key to finding the best solutions. The ideal candidate works closely with stakeholders, properly plans, and regularly shares information and progress.
- Experience in the local, state, and federal legislative process is desirable. As directed by the Fire Chief, engaging in the legislative process is encouraged to benefit the agency, citizens, regional partners, and state cooperators.
- The ideal candidate maintains a sense of reserved self-assurance, is a servant leader, and demonstrates humility in the quest for the best solution for the issue(s) being discussed.

## COMPENSATION AND BENEFITS

- **Salary: \$181,200 - \$201,000 DOQ**
- **Medical, Vision, and Dental:** Employer pays 100% of the medical premiums for employees and dependents.
- **Holidays:** 10 per calendar year.
- **Sick Leave Accrual:** 84 Hours on the hire date and 14 hours accrued per month.
- **Vacation Accrual:** Generous leave package and negotiable vacation.
- **Pension:** LEOFF II Washington State DRS Retirement.
- **Deferred Compensation:** Tax-deferred non-matching employer contribution.
- **Education:** Tuition reimbursement for continuing education.
- **Life Insurance:** 100% paid by the employer. The coverage benefit is the employee's annual salary, to a maximum of \$200K.
- **Long-term Disability Insurance:** 100% covered by the employer.
- **On Job Accidental Death & Dismemberment (AD&D):** 100% paid by the employer. The benefit is \$100K for death occurring while performing on-the-job duties.



For more information on  
South King Fire & Rescue, please visit:  
[www.southkingfire.org](http://www.southkingfire.org)

South King Fire & Rescue is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **July 17, 2022** (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 "**South King Fire & Rescue, WA – Assistant Chief of Operations**," and click "**Apply Online**," or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once logged in.



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

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