



# Woodinville Fire and Life Safety District



Invites Applications for

**Deputy Fire Chief**  
\$110,000—\$125,000 DOQ

## The Community/The District

*The Woodinville Fire and Life Safety District is an all-risk emergency services agency that is “committed to excellence”.*

The Woodinville Fire and Life Safety District serves the City of Woodinville and unincorporated areas of King County, east of the city. The District serves over 60,000 citizens and works within a nearly 35 square mile service area.

Approximately 17 miles northeast of the Seattle central business district, Woodinville stands at the center of Washington’s wine industry with over 75 wineries in the city and surrounding areas. Woodinville is also situated between two major high-tech areas, with the technical corridor just to the north and the Bellevue-Redmond areas (home of Microsoft) to the south.

Woodinville began as a logging community in the late 19th century, embraced agriculture in the early decades of the 20th century and was incorporated as a city in 1993. Upon incorporation, the City of Woodinville annexed into the Woodinville Fire and Life Safety District.

The Woodinville Fire and Life Safety District is a state municipality and a junior taxing district operating under the authority of a five member elected Board of Fire Commissioners each serving six year terms. Established in 1948, the District became 100 percent career at the end of 2009. Fire Chief/CEO I. David Daniels, was hired January 1, 2010



## The Position

The Deputy Chief reports directly to the Fire Chief. The significant responsibilities of the Deputy Chief will include independent action and strategic planning for programs in Fire Prevention, Emergency Medical Services, Fire/Rescue, Safety and Training.

The successful Deputy Chief must have excellent interpersonal relationship skills, effective communication skills, extensive management skills and knowledge and the ability to work well with teams of other leaders as well as foster teamwork throughout the District. The Deputy Chief will have independent decision making skills and be able to function without tight supervision. The Deputy Chief will be evaluated primarily on the basis of results achieved.

### Responsibilities Include:

- Manages Response Operations, Safety/Training and Community Risk Reduction Divisions of the District;
- Supervises professional, technical and uniformed employees;
- Develops and manages the budget for the assigned sections;
- Evaluates program effectiveness and develops strategies to provide continuous improvement;
- Works directly with other governmental entities in resolving District issues;
- Works directly with staff in developing District goals and objectives;
- Communicates about complex challenges both in person and in writing to District groups as well as to citizen groups and elected officials;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide seamless customer service.

For a complete position description, go to [www.wflsd.org](http://www.wflsd.org) and download the Deputy Fire Chief Position Description document.

### Issues and Priorities

Caption describing picture or graphic.

The Woodinville Fire and Life Safety District, like many other districts, will continue to thrive in the middle of significant change. The Deputy Fire Chief will address operational challenges as the District loses a portion of its territory to annexation by neighboring cities and strives to improve operational effectiveness throughout the District. Together with the other leaders in the District, the Deputy Chief will create and implement far reaching strategic plans that address population growth, financial changes, workforce dynamics and community engagement. Leadership development will be a high priority as many of the senior leaders are able to retire in the next five to ten years and company officer level leaders rise to the challenge.

You could be the perfect fit for this exciting career opportunity.

### The Ideal Candidate

The ideal candidate for Deputy Chief must be an excellent communicator individually and in groups and enjoy that part of the work. The ideal candidate will also function effectively in a complex environment, frequently interacting with community leaders and building on their support for the District.

The Deputy Chief will value the rich history of the District, build strong relationships with employees and work well with other leaders to build leadership throughout the District. The ideal candidate will have a highly productive work ethic and demonstrate the ability to lead calmly under pressure while uncompromisingly pursuing the goals of the District.

### Minimum Qualifications

The position requires knowledge of federal and state laws pertaining to Fire Service; NFPA standards and other fire protection codes and standards; District equipment and operation; the principles, methods, and practices of government finance, budgeting, and accounting; community organizations and their needs; organizational change and its effect on behavior and culture; municipal administration problems and their solutions; research techniques, methods and procedures.



The position also requires the ability to effectively implement the National Incident Management System (NIMS); analyze, interpret, and report research findings and recommendations; read and comprehend complex legal, regulatory, procedural and policy material; speak effectively and clearly in all situations, including individual communication; public speaking in small groups and informal or impromptu meetings; provide effective leadership in stressful situations and resolve conflict; resolve customer or citizen complaints; work cooperatively with other government entities and the public; produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar; work safely in both emergency and non-emergency environments.



## Qualifications for Eligibility

To be eligible to apply for and hold this position as of April 15, 2010, the applicant must meet the following required occupational qualifications prior to the close of applications and then maintain them:

- Valid driver's license and the ability to obtain a driver's license in Washington State within 30 days of appointment.
- Documented National Incident Management System qualification at an advanced level, including the ability to serve in a command or general staff position at major incidents or events.
- Post probationary company officer in a fully career emergency services organization that serves primarily an urban and suburban area.
- Bachelor's degree in Fire Command, Fire Administration, Public Administration, Business Administration or related field. Master's degree preferred.
- Chief Fire Officer Designation, member status in the Institution of Fire Engineers or other equivalent credentials.

## To Apply

Send a resume and cover letter to:

I. David Daniels, Fire Chief/CEO  
Woodinville Fire and Life Safety District  
P.O. Box 2200  
Woodinville, WA 98072-2200

## The Process

<b>February 2 – March 12</b>	Resumes will be accepted.
<b>March 19</b>	Interviews for most qualified candidates
<b>March 26</b>	Finalist interviews
<b>April 16</b>	First day on the payroll for new Deputy Fire Chief