



CITY OF ANACORTES



is seeking an experienced Fire Service leader to serve as our next

Assistant Fire Chief

\$115,592 - \$144,941 DOQ
with excellent benefits

First consideration given to applications
received by Sunday, July 10th, 2022, 5:00pm

Application materials may be obtained at
<https://www.anacorteswa.gov/152/Employment-Opportunities>

Our Community



Anacortes is a unique, creative, vibrant, and caring maritime waterfront community that supports cultural and economic diversity and vitality, balances sustainable growth with respect for our history, and protects our natural environment and public lands for future generations.

Home to approximately 17,650 residents, Anacortes is well served by a dedicated, community-focused City Council and staff who bring diverse experiences and are committed to the betterment of this community. Visitors

and residents take in all Anacortes has to offer with our working waterfront, Saturday mornings at the farmers market, local and delicious restaurants ranging from casual to elegant, quirky, and sophisticated downtown businesses, outdoor concerts on the waterfront, and beautiful parks woven throughout the island.

Our City

The City of Anacortes is a code city that operates under a Mayor-Council form of government with seven City Council Members serving 4-year terms. The mayor serves as the chief executive and administrative officer to the City and its staff. The mayor oversees and manages all operations in the City through eleven departments: Planning, Community, and Economic Development, Human Resources, Public Works, Administrative Services including Municipal Fiber, Museum, Fire Department, Police Department, Parks and Recreation, Public Library, Finance, and the City Attorney's office. The City has 225 regular employees, and the City of Anacortes is proud to provide essential services for our community, and partner with neighbors in our region.

The Department

The Anacortes Fire Department is an "All Hazards" organization. In addition to structural fire suppression, we provide wildland fire suppression, ALS and BLS transport services, high/low angle rescue and confined space rescue. We will be implementing a boat rescue program in 2022. In 2021 we responded to 4,209 calls for service. We operate out of 3 stations with a career staff of three chiefs, three captains, six lieutenants, sixteen firefighters, one community paramedic, and one administrative assistant. We also have a part-time/volunteer program that currently has approximately nine members.



The Position

The Assistant Fire Chief may be assigned to roles as the Operations Officer, EMS Officer, Training Officer or Fire Marshal depending on individual qualifications and the needs of the department. This Assistant Chief is required to lead effectively and manage the assigned functional responsibilities.

The Assistant Chief supervises captains, lieutenants, and program leads. The incumbent is expected to maintain morale and productivity within the department. Policies, procedures, and orders will flow down from this position on a regular basis. Commitment to the organization's vision and goals is essential.



Education & Experience

Qualified candidates will have a bachelor's degree from an accredited college or university in Fire Service Administration or a related field and a minimum of five years' experience as a career fire officer. Combination of other qualifications and additional experience may be considered in lieu of education requirement. Experience at the Chief Officer level is highly preferred. For full qualifications and special requirements, please refer to the job description.

Ideal Candidate

The Assistant Fire Chief is a key leadership member at the Fire Department. The ideal candidate will drive the vision of the Fire Department forward, keeping apprised of the latest changes and innovations to industry standards and issues. The successful candidate will have a demonstrated record of accomplishments and leadership in the fire service. This individual will be a key member in supporting and maintaining the goals of the department and the Fire Chief. A successful candidate will:

- Establish and maintain trust internally and externally at the city
- Demonstrate the ability to think and plan strategically
- Demonstrate high level of technical knowledge in the fire service.
- Exhibit a high level of professionalism and management skills
- Demonstrate effective written, verbal, and active listening skills
- Be solution-oriented and proactive

Compensation & Benefits

2022 Salary Range (7-step scale): **\$115,592 - \$144,941 DOQ**

Benefits Include:

- Choice between medical plans including health savings accounts with high deductible health plans, prescription plan, dental, orthodontia, & vision
- Washington State Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF) Plan 2
- Deferred compensation programs
- Life insurance
- Flexible spending plans
- Employee assistance program
- Vacation, sick leave, & paid holidays
- Exchange time accrual
- Health club discounts

To Apply

Qualified candidates are encouraged to apply with their City of Anacortes job application, resume, and cover letter no later than **07/10/2022 5:00pm**. Please visit our website for application:

<https://www.anacorteswa.gov/Jobs.aspx>

Assessment Center

Final candidates will be invited to attend an assessment center selection process in **mid-July 2022**. Scores will be based off the supplemental essay response (*instructions on page 4 below*) and presentation of the candidate in the oral board. A total score of 70% or above is considered passing.

Please direct all questions to the Civil Service Secretary Chief Examiner at (360) 588-8299 or email reillyw@cityofanacortes.org.

The City of Anacortes is an Equal Opportunity Employer & Drug Free Workplace

Supplemental Essay Instructions

Please submit responses to the supplemental questions below to the Civil Service Secretary Chief Examiner Reilly Wynn on or before the day of the assessment center or via email at reillyw@cityofanacortes.org. Candidates who fail to return the essay on time may be removed from consideration.

Limit responses to one page, single spaced, no less than 10-point font. Scoring will be based upon ability to follow instructions, writing organization, presentation (including grammar and language conventions), content, and demonstration of knowledge, skills, and experience.

Supplemental Questions:

1. In which capacity would you be the best fit for the organization: The Fire Marshal, Training Officer, or EMS Officer? Please describe your reasoning and qualifications.
2. Please describe your overall leadership philosophy.
3. There will generally be more work each week than can be accomplished. Please describe how you prioritize your schedule and what do you do about the tasks you can't complete in a timely manner.