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Clark County Fire District 6 Assistant Fire Chief - Administration

Salary: \$146,616 - \$162,456

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ORGANIZATION

Clark County Fire District 6 (CCFD6) is located on the southwestern portion of the State of Washington and adjacent to the City of Vancouver. The District covers 37 square miles with a population of approximately 69,000. CCFD6 provides fire protection and suppression, emergency medical service, technical rescue, hazardous materials response, fire prevention, and public education. In addition, the Fire District is active in the community, providing fire and injury prevention programs, station tours, school visits, and other events.

Clark County Fire District 6 is governed by a Board of Fire Commissioners. The Board is comprised of three elected Commissioners, each serving a six-year term. The Board determines the level of services provided, establishes policies under which the district operates, ensures the district operates within statutory requirements, appoints the Fire Chief, and delegates authority to manage day-to-day operations of the Fire District.

Led by a Fire Chief and three Assistant Fire Chiefs (Administration, Operations, and Logistics and Planning), the District has 55 full time line personnel, an office administrator, an office assistant, a public information officer, one full time and two part-time maintenance personnel, a part-time volunteer coordinator, and approximately 30 volunteers. The 2019 adopted budgets are \$11.5M for Fire and \$3.6M for EMS.

The Fire District operates three fire stations which are staffed 24/7. In addition, Clark County Fire District 6 and Clark County Fire & Rescue jointly operate a station located at the Public Safety Complex at the Clark County Fairgrounds and is staff when volunteers are available. The District continues to receive tremendous community support with voters overwhelmingly supporting the lid lift for facilities improvement and replacement and development of a training center which are now in progress.



VISION STATEMENTS

- To be an organization that continually evaluates and is committed to the well-being of our members and community.
- To have the department be recognized positively by our community and other agencies and to strive to continually exceed all of our customer's expectations.
- To be enthusiastically supported by our community, which view us with pride, respect and confidence.
- To promote and encourage a creative, positive, and diverse environment.
- To be an organization which anticipates, embraces, and supports positive change.

GUIDING PRINCIPLES

We promote an atmosphere of courtesy, respect, integrity, and commitment in the pursuit of professional excellence. Therefore, we encourage innovation, teamwork, and open communication.

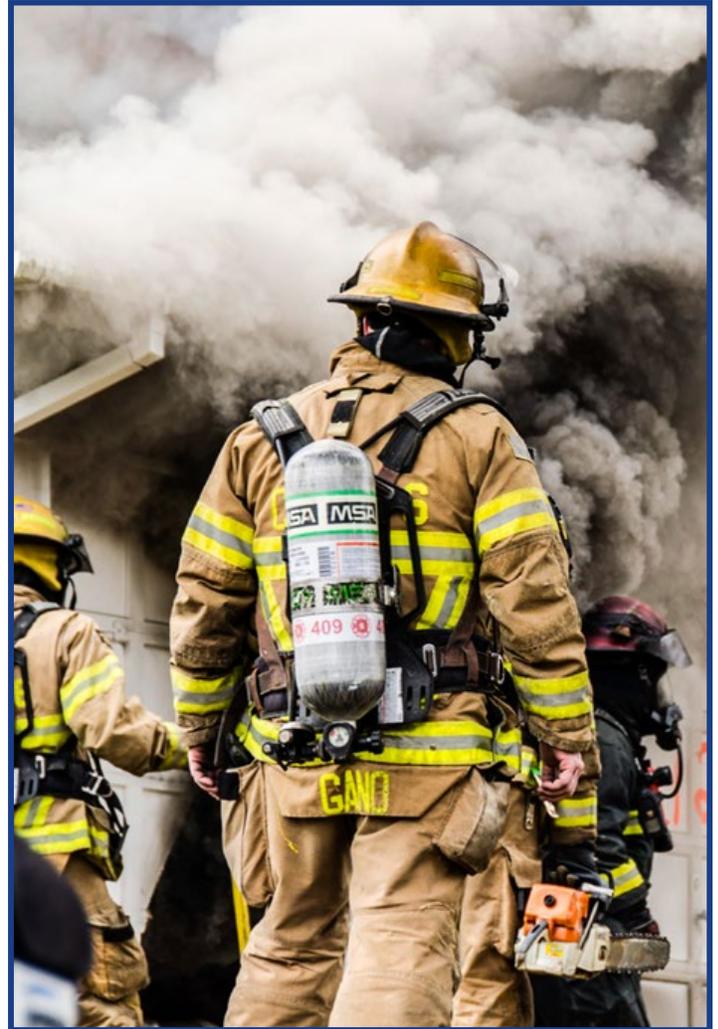


POSITION

The Assistant Fire Chief - Administration directs the day-to-day administrative activities of Clark County Fire District 6 including Budgeting and Finance, Risk Assessment, Human Resources, Information Technology, and Health and Safety. They may also assume command at emergency scenes as assigned. The Assistant Chief collaborates with the Fire Chief and the other Assistant Chiefs in planning, organizing, and directing the activities of the Fire District.

The Assistant Fire Chief - Administration prepares the District budget and other long-range financial documents. The Assistant Chief recommends departmental budget priorities and presents and justifies program and budget recommendations to the Board of Fire Commissioners. The Assistant Chief also assumes management responsibility for District financial services or activities, including reporting and accounting and cash operations.

The Assistant Chief serves as the District's Human Resources Officer and performs or oversees all human resources functions. They direct the training and development of all subordinates and regularly evaluates the performance of direct reports. In addition, the Assistant Chief serves as the Risk Assessment Manager and Health & Safety Officer, participating in the District Safety Committee, reviewing injuries, exposures, and accidents and making recommendations to the Chief.



The Assistant Fire Chief - Administration assists the Fire Chief and Operations Chief in formulating departmental operating procedures, guidelines, general orders, and directives including recommending, developing, and administering financial policies and procedures. The Assistant Chief evaluates and reports to the Fire Chief on the effectiveness and efficiency of departmental administration and programs and directs the assignment of special projects. In addition, the Assistant Chief assists the Fire Chief with planning for fire protection in preparation for major disasters and responds to alarms and supervises personnel and equipment as necessary.

The Assistant Chief maintains or supervises the maintenance of the District's information technology, network, and computer systems including the maintenance of the member and public web sites and social media accounts. The Assistant Chief meets with citizen groups to discuss and explain various CCFD6 services and life safety programs and actively promotes community support of CCFD6 programs. They represent CCFD6 with counterparts at other fire department and county agencies, community businesses, and citizens of the community served.

The Assistant Chief may at some point during their tenure rotate assignments with their fellow Assistant Chiefs and could assume responsibility for Logistics and Planning and/or Operations. The Assistant Chief - Logistics and Planning is responsible for Logistics, Planning, Maintenance, and SCBA and the Assistant Chief - Operations is responsible for Operations, Emergency Management, Training, and Volunteers.





PRIORITIES

- Spend the necessary time and effort to form and maintain strong working relationships throughout the District. Advocate for staff, establish trust, and encourage collaboration to execute on goals and directives.
- Work to understand the current organization, operations, budget, and overall structure of the District. Continue to develop and promote strong financial sustainability and forecast for future growth and revenue.
- Prioritize Human Resources initiatives that include identifying opportunities for efficiencies, implementing new procedures, and revamping the discipline policy.
- Determine the need for a future levy lid lift for 2020-2021. Be sure to identify and consider the advantages and any financial and/or political ramifications.
- Create a capital improvement and maintenance funding plan.
- Develop and maintain positive relationships with Union leaders. Actively participate in productive and collaborative labor management meetings and contract negotiations leading to fair and equitable solutions.
- Continue to promote the health, wellness, and safety of Fire District personnel by identifying new programs and enhancing existing services.
- Understand and appreciate a combination (career and volunteer) fire department. Identify opportunities to strengthen the department while continuing to support, train, and retain volunteers.



IDEAL CANDIDATE

The Assistant Fire Chief - Administration is confident, yet humble with a strong ability to prioritize and get things done. The successful candidate brings stability and is guided by the District's Mission Statement, Vision Statement, and Values Statements. An excellent communicator, the ideal candidate commands respect and holds others accountable. Additionally, the Assistant Chief brings a consistent presence to the Fire District and effectively partners and routinely collaborates with the Fire Chief and Assistant Fire Chiefs to provide a clear vision for Clark County Fire District 6.

The Assistant Chief brings a fresh perspective, supports new initiatives, and creates opportunities to grow and evolve. The successful candidate values creativity and innovation, is aware of trends, and embraces the latest in science and technology to address future needs of the District. The preferred candidate easily maneuvers through change with a dedication to excellence, the team, and the Fire District. A good sense of humor is essential.

Considered fiscally responsible, the Assistant Chief has a strong background in budgets and financial management. The ideal candidate has a successful track record in human resources and understands the importance of implementing sound policies and procedures. Equally important, the Assistant Chief has extensive experience in labor environments and promotes collaborative labor relations.

The Assistant Fire Chief - Administration promotes diversity in a respectful and informed way fostering a welcoming environment based on inclusion, trust, and empowerment. Considered a proactive leader, the Assistant Chief creates a forward thinking culture that encourages and supports collaboration. The ideal candidate has a strong background in managing and supporting employees and believes in professional development, retention, and succession planning. The Assistant Chief maintains a visible presence, stays connected, and enjoys working side by side with all members of the district.



QUALIFICATIONS

Knowledge of contemporary leadership principles and practices applicable to a modern, decentralized, service-oriented organization is essential. The ability to accomplish organizational change in a highly traditional and unionized work environment is required as is knowledge of Incident Command. Prior experience with Administrative functions including Budgeting and Finance, Risk Assessment, Human Resources, Information Technology, and Health and Safety is required. Strong labor relations and prior collective bargaining experience are essential.

A Bachelor's Degree in Fire Administration, Public Administration, Business Administration or directly related field and current enrollment in or graduate of Executive Fire Officer Program preferred. Ten (10) or more years of progressively responsible full-time, paid experience in the fire service with at least five years in a supervisory position. An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be accepted upon review.



To BE CONSIDERED

CCFD6 is an Equal Opportunity Employer and strives to create a working environment that includes and values employees from all races, religion, color, sex, national origin, gender, sexual orientation, age or any other condition protected by federal, state or local law.

The Assistant Fire Chief - Administration is a confidential management position and must maintain a confidential, collaborative, and respectful working relationship with the Fire Chief, other members of senior staff and District personnel. The Assistant Chief must live within a 30 minute response time of CCFD6 Headquarters.

Cover letters expressing your interest in Clark County Fire District 6 and how you would succeed in the role of Assistant Fire Chief - Administration should be addressed to Heather Gantz. Please submit your resume and cover letter via [Waldron's Candidate Web Portal](#).



The search for Clark County Fire District 6's Assistant Fire Chief - Administration is being assisted by a team from Waldron:

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