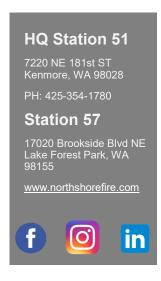
POSITION OPENING: DEPUTY CHIEF OF OPERATIONS



Serving the Communities of Kenmore and Lake Forest Park, WA Since 1942



About Northshore Fire

Northshore Fire is staffed with 51 dedicated employees, including 43 Firefighters and Officers, Training Captain, Fire Prevention (Fire Marshal and Fire Inspector/PIO) and our 5-person administrative team.

In 2019, our two stations responded to 3,582 total calls. In addition to responding within our jurisdiction, Northshore Fire is frequently requested to respond to assist neighboring communities.

Located about 13 miles northeast of Seattle, Kenmore is situated near Lake Washington, many parks and trails, and active arts and heritage organizations. Visit www.kenmorewa.gov and www.city of Ifp.com for more details about the communities.

Position Opening

Northshore Fire Department is currently hiring for a Deputy Chief of Operations. This essential role will be responsible for planning, directing, managing, and overseeing the daily activities of the fire department's operational functions. This includes, but is not limited to, preparing and administering the operational budget, coordination of safety related issues, the planning and organization of the division in alignment with department goals, and assuming command at major incidents as needed. The person in this role must have the ability to establish and maintain effective working relationships between the District and other Departments, committees, the community and outside agencies. Currently, the District is working towards consolidation; The Deputy Chief would be a critical stakeholder in support of this work.

A full job description can be found on our website at: http://www.northshorefire.com/wp2/about_us/ employment/

Benefits

As a Northshore employee, you will be part of a team that is committed to positively impacting and serving the community. This great opportunity provides excellent medical, dental and vision benefits (employee premiums 100% paid by employer, dependent premiums 93% paid by employer), generous paid-time off accruals, and enrollment in WA State's Department of Retirement Systems (LEOFF II).

Job Details

Job Title:

Deputy Chief of Operations

FLSA status: Exempt

Job Type: Full-time / Days

Annual Salary:

\$149,820—\$174,792 DOE

Application deadline:

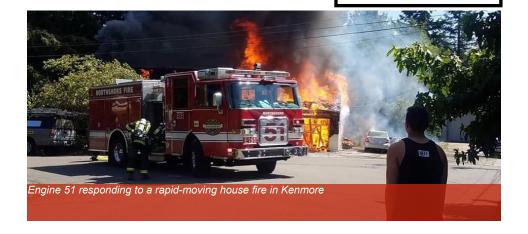
May 13, 2020 (position will remain open until filled)

How to Apply

Submit the following to Shannon Moore via smoore@northshorefire.com by May 13:

- 1. Cover Letter
- 2. Resume
- 3. Application (attached)
- 4. Supplemental

 Questions (see page 2)



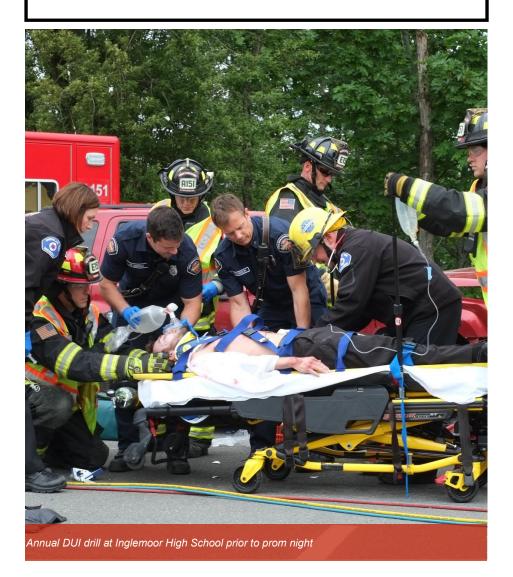


SUPPLEMENTAL QUESTIONS

Instructions:

Please provide comprehensive answers to the following questions. Responses are limited to no more than a single page per question, single-spaced.

- 1. Why are you interested in the Deputy Fire Chief position at the Northshore Fire Department at this point in your career?
- Tell us about your current or most recent position, scope of responsibilities and an overview of the Department for which you work(ed).
- What is your experience in succession planning? Please provide examples of how you may have been involved in developing/ mentoring others for career growth and development.
- 4. The ideal candidate for this position will be able to lead an operations division that fosters achievement, builds and maintains team effectiveness and operational consistency across shifts, and successfully manages the operations and training programs in support of the organizational goals. Please describe for us your professional experience and knowledge in these areas.
- 5. Please describe for us your experience working with elected Officials, regional partners and your labor relations experience.





Please return completed applications to:

Northshore Fire Department ATTN: Shannon Moore, Human Resources 7220 NE 181st ST, Kenmore, WA 98028 Fax: 425-354-1781

HR DEPARTMENT ONLY

Date Received	
•	

NOTE: PLEASE ASK IF YOU NEED ASSISTANCE COMPLETING THIS APPLICATION

INFORMATION						
LAST NAME:		FIRS	RST NAME:		MIDDLE INITIAL:	
ADDRESS:		CITY:			STATE:	ZIP:
HOME PHONE:	CELL PHO	DNE:		E-MAIL:		
POSITION APPLIED FOR?	WAGE/SALARY DESIRED?)?		
DATE AVAILABLE FOR WORK? AVAILABLE: □ Days □ Evenings □ Nigh			⊐ Nights			
APPLYING FOR: □ Full time □ Part time	□ Tempo	orary	If part time, specify h	ours o	r days:	
Have you ever previously applied for employment here? \[\text{No} \] Yes; If yes, when? How did you learn about this position opening? If employee referral, please specify name: Are you legally eligible to work in the United States? \[\text{No} \] Yes (Proof of right to work in the U.S. will be required if hired) Are you 18 years or older? \[\text{No} \] Yes (If no, employment is subject to minimum legal age requirements) Do you possess a valid driver's license? \[\text{No} \] Yes (A valid driver's license is required only where stated in job announcement): License No.: \[State: \] Expiration Date: Have you ever been convicted of a felony or entered an Alford Plea within the past 10 years? (A conviction may not necessarily disqualify you from employment.) \[\text{No} \] Yes; If yes, please indicate the date and nature of the offense:						
In a criminal or civil proceeding, have you ever been found responsible for domestic violence, abuse, sexual abuse, neglect, and/or exploitation of a child or a vulnerable adult? (Civil proceedings include non criminal judicial or administrative hearings and determinations that have been made by agencies such as the Department of Social and Health Services or the Department of Health). □ No □ Yes; If yes, please indicate the date and nature of the offense:						
Were you known by any other name(s)? ☐ No ☐ Yes; If you, please indicate name(s):						

Name and Loca	tion of Sc	hool	Years Completed	Did you graduate?	Degree(s) Received
				uraduale?	3 (/
				9	
CE	DTIEIC	ATIONS A	ND LICENSE	6	
CE					Expiration Data
	State	Certific	cation/License Nur	nber	Expiration Date
Р	ROFES	SIONAL R	EFERENCES		
List at least 3 persons (other than relatives), including at least 2 supervisors, who can speak to your professional work experience.					
Name Relationship to You		hip to You	Professional Title		Phone number
	Pas (other than relatives),	PROFES ns (other than relatives), including Relations	PROFESSIONAL R as (other than relatives), including at least 2 sup Relationship to You	PROFESSIONAL REFERENCES as (other than relatives), including at least 2 supervisors, who can e Relationship to You Profession	PROFESSIONAL REFERENCES as (other than relatives), including at least 2 supervisors, who can speak to you

Please list your employment history below be	ginning with the most recent employer, include	de U.S. military service, for the
ast 10 years:		
f currently employed, may we contact your emplo	yer? □ No □ Yes	
Employer	Type of business	_ Telephone ()
City	State	_ Fax: ()
Job Title	Supervisor	_Telephone ()
Dates Employed: From To	Reason for leaving	
Duties		

EMPLOYMENT RECORD CONTINUED					
Employer	Туре	of business		Telepho	ne ()
City	State			Fax: ()
Job Title	Supe	rvisor		Telephon	e()
Dates Employed: FromTo) Reas	on for leaving			
Duties					
Employer	Туре	of business		Telepho	one ()
City	State			Fax: ()
Job Title	Supe	rvisor		Telephor	ne ()
Dates Employed: FromTo)Reas	on for leaving			
Duties					
Employer	Туре	of business		Telepho	ne ()
City	State			Fax: ()
Job Title	Supe	rvisor		Telephon	e()
Dates Employed: FromTo) Reas	on for leaving			
Duties					
		SKILLS	6		
Please indicate your level of exper	ience with each of	the following pro	grams based on the follo	owing rating	r scale
			iate 3 = Expert		
Product	Level of Experi		Product		Level of Experience
MS Word			MS PowerPoint		•
MS Outlook			MS Access		
MS Excel			Internet Explorer		
MS Publisher			Adobe		
Indicate other skills related to the po	osition you are see	king:			

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Northshore Fire Department to afford equal employment opportunities to all employees and applicants, without regard to race, gender, color, national origin, citizenship status, religion, age, marital status, disability, genetic information, sexual orientation, veteran status, or any other characteristic protected by Federal, State, and Local law.

NOTIFICATION AND AGREEMENT

PLEASE READ BEFORE SIGNING

I certify that the information provided by me is true, correct, and complete. I understand that any position offered me will be contingent upon the results of a background check, drug test and, if applicable to the position, a medical examination. I understand that if hired, I can be discharged for any misrepresentation or omission and that employment eligibility may be conditioned on King County Fire Protection District No. 16 / Northshore Fire Department receipt of a satisfactory criminal conviction report and my providing proof of eligibility to work in the United States.

I authorize Northshore Fire Department to which I am providing this application to investigate all statements contained in this application and to request information about me from previous employers, educational institutions, and references. I expressly authorize my previous employers to provide information and opinions concerning my work and work habits. Further, I release all parties (including Northshore Fire Department) and persons connected with any requests for information from all claims, liabilities, and damages for whatever reason, arising out of furnishing any information. If employed, I release Northshore Fire Department from any liability for future references it may provide regarding my work history with Northshore Fire Department.

Due to the large number of applications that Northshore Fire Department receives, I understand that Northshore Fire Department cannot guarantee that my application will be considered for any or all open positions they may have or that my application will be considered for any specific time.

In the event of employment, I understand that I am required to abide by all current and subsequently issued rules and regulations of Northshore Fire Department and that my employment and compensation may be terminated, at any time, with or without notice, by either party.

I acknowledge that I have read and under	erstand the above statements	and hereby grant permission to confirm
the information supplied on this application	ion by me.	

Applicant Signature	Date	
Applicant Name (Print)		