



WEST SIDE FIRE

Neighbor Helping Neighbor since 1948



POSITION ANNOUNCEMENT

Chief Administrative Officer/Fire Marshal

Opening Date: July 13, 2020
Closing Date: August 15, 2020

West Side Rural Fire District is currently recruiting qualified applicants to fill the Chief Administrative Officer/Fire Marshal position.

Location: Located in Hood River County Oregon on the north side of Mt. Hood on the Columbia River seventy miles east of Portland Oregon. Hood River County and adjoining areas have become a destination location for year-round recreation. Activities include, snow skiing, snowboarding, wind surfing, kite boarding, kayaking, mountain biking with access to hundreds of miles of wilderness trails. Hood River County is also known for its agriculture including fruit orchards and vineyards.

General Position Summary:

The Chief Administrative Officer/Fire Marshal is a fulltime employee of the District and reports to a Board of Directors consisting of five members elected by District voters. The Chief Administrative Officer/Fire Marshal is responsible for the general administrative business of the Fire District as well as the Fire Prevention Program. Primary responsibilities include budget preparation and oversight, oversight of various leases and contracts for facilities and services. The Chief Administrative Officer/Fire Marshal provides communication with constituents, serves as the contact point for media, other government agencies and elected officials such as local governments and County Commissioners. The Chief Administrative Officer/Fire Marshal is expected to deal directly with the Fire Chief as the representative of the District on business management and Fire Prevention issues. Chief Administrative Officer will meet with Chief regularly to assure that the District is represented at all levels with political and operational entities



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Qualifications for the successful applicant include:

Extensive knowledge of all applicable federal, state, and local laws and ordinances related to Oregon fire services, and public meeting laws for Oregon Special Districts and Fire Districts.

Minimum Oregon Certified EMT Basic

Demonstrated ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language. Use of those methods to defuse confrontation, develop consensus, and achieve goals and desired outcomes.

Demonstrated effective communication, speaking, and listening skills.

Demonstrated use of logical and creative thought processes to develop solutions.

Demonstrated ability to operate personal computers using standard or customized software and equipment specific to the needs of the District. He or she will be required to prepare, analyze, and present comprehensive reports containing findings and recommendations, display a knowledge of budgeting principles and work independently. The position requires knowledge of public administration principles and practices. Knowledge of modern office procedures, methods, electronic equipment, and computer applications. Ability and willingness to acquire and use new skills and knowledge is also required.

Integrity, ingenuity, and inventiveness are a necessity in the performance of the position.

Demonstrated timely and appropriate response to citizen or community issues.

Education, Experience, Certifications and Licenses Required:

Requires extensive specialized knowledge of modern emergency service principles, practices, methods, procedures and related laws and ordinances. Associates degree, or experience in public administration, or equivalent combination of education and experience, in addition to specialized training and progressively responsible experience at all levels of management.

Fulltime/Exempt Position

Salary Range: \$85,000 - \$107,000

Benefits: Competitive benefit program that includes, PERS retirement, family health insurance, life insurance, paid vacation, and holidays.



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Desirable Starting Date: December 16, 2020

To be considered please submit a letter of introduction, resume, and completed application by email or postal service to:

West Side Fire District
CAOFM Selection Process
Special Districts Association of Oregon
PO Box 23879
Tigard, Oregon 97281

Email: scarter@sdao.com

Application Deadline: August 15, 2020

Job description and application available at www.sdao.com and www.westsidfire.com

