

**Jefferson Rural Fire Protection District  
Jefferson, OR**



**Is recruiting for a leader who shares our Vision and will facilitate its progress:**

**Vision Statement**

*A team whose members are effective, empowered, and enthusiastic in their service. A personal growth in combination with up-to-date fire and emergency medical services technology. Training where knowledge is safety. Customer service balances community support. A workplace that is free from harassment and discrimination. Recognition as the community resource during times of need. Continually exceeding our customers' expectations. Fire prevention and ideas turned into community wide uniformity. A district that is financially responsible. A management/labor partnership where decisions are made collaboratively.*

**\$80,000.00 - \$85,000.00  
Excellent Benefit Package**

**APPLY NOW...**

**Recruitment closes Friday April 29th, 2022**

## The District

The Jefferson Rural Fire Protection District (JRFPD) administrative office/main station is headquartered in Jefferson, OR. In addition, stations are currently located in the communities of Millersburg and Talbot. Geographically, the district covers 87 square miles and serves an approximate population of 9200 in Southern Marion County and Northern portion of Linn County. The district is primarily a rural setting with close access to I-5 and an easy commute to Salem to the north and Albany to the south. The Santiam River, offering a variety of recreational opportunities, cuts through the district. The district is also home to the Federal Ankeny Wildlife Refuge. Jefferson, located in western Oregon, offers a relatively mild climate. The Pacific Ocean to the west and the Cascade Mountains to the east are just over an hour away. Please see: [www.jeffersonfire.org](http://www.jeffersonfire.org)



## The Department

JRFPD is a combination Fire-EMS department providing services to the district since 1931. Currently, 6 career employees; approximately 17 dedicated volunteers and 14 part-time employees uphold the service tradition to the district. In 2021 there were 1542 calls for service. The 2021-22 fiscal year budget totaled \$2,029,808.00.



The fire chief is responsible to the Board of Directors for the effective and efficient leadership of the department. The fire chief is tasked with planning, organizing, directing, and leading the fire district's operations and administrative functions in pursuit of the district's mission. The fire chief supervises directly, or through subordinate supervisors in providing fire prevention, suppression, inspection, and emergency medical services with ambulance transport. The chief's position is exempt from the Fair Labor Standards Act. [Link to Fire Chief Position Description.](#)

## Attributes

In addition, to the "qualifications" in the next section, the following is a **sample of attributes** the Board is looking for in their next chief:

- Proven progressive leader that relates well with others
- Ability to respond and assume operational command of an incident, as appropriate
- Knowledge and experience in public administration as it relates to the fire - EMS service and public safety/emergency management
- Ability to maintain and enhance an effective balance of career, volunteer and on call paid staff personnel
- Ability to provide effective leadership in all areas of the district that builds trust and confidence
- Ability to effectively communicate orally and in writing
- Demonstrated level of engagement in the community/schools both personally and organizationally
- High-level of professionalism and work ethic
- Proven decision maker
- Ability to anticipate future challenges/issues and develop mitigation strategies
- Ability to build and maintain effective working and interpersonal relationships with the community, neighboring districts and or departments, other public safety organizations, political entities, subordinates, peers, and the governing body
- Involvement in public safety beyond the local level
- Knowledge in modern techniques and operational principles and practices of fire, EMS, water rescue, prevention, investigation, and suppression activities
- Experience in recruiting, selecting, training, recognizing, and retaining volunteer and career staff
- Skills in organizational development; team building with the ability to mentor
- Ability to stay abreast of the issues locally, regionally, statewide, and nationally







## Qualifications

- Associates degree in fire service administration, technology, operations, business, management, public administration; or a related field. Bachelor's degree and/or Executive Fire Officer (EFO) preferred
- A minimum of ten years of fire/EMS service experience. Experience in a combination department is preferred. Career experience in one agency and volunteer experience in another may be considered
- A minimum of five years of supervisory/leadership experience in the fire service comparable to a Division Chief/Battalion Chief or Captain (the five years may be part of the ten years noted above)
- Or a combination of education, experience, and/or training that is clearly indicative that the candidate has the ability to perform at the CEO level for this organization
- Must hold, or be able to obtain, a valid Oregon driver's license in accordance with Oregon Statute
- ICS experience and training in the 100, 200, 300, 400, 700 and 800 levels
- Experience in an organization that provides EMS service
- Hazardous materials awareness through training and/or experience
- Disaster planning and response training and/or experience
- Fire prevention and public education training and/or experience
- Possess basic fire instructor certification (or comparable) training program development or management experience preferred
- Demonstrated effective personal and organizational involvement in the community

- Demonstrated knowledge and experience in the administrative functions including budget development and maintenance, successful grant writing a plus
- Experience in human resources management, strategic planning, training and organizational development
- Essential to live within the district (within 12 months of appointment)
- Successfully pass a background investigation, physical (medical) examination and psychological examination as contingent job offers

## Application Process

Application materials are available at the Special Districts Association of Oregon Website:  
<https://www.sdao.com/classifieds>

Candidates must submit a completed application package no later than **4:00pm PDT, Friday April 29, 2022** . Application packages must include the following:

- Cover letter
- Completed and signed application
- Resume/portfolio

Be sure your application package addresses the qualifications and attributes described in this recruiting announcement.

Mail or email completed application packages to: (email is preferred)

Attn: Shanta Carter  
Jefferson Rural Fire Protection District  
Special Districts Association of Oregon  
PO Box 23879  
Tigard, OR 97281  
Email: [sdaoconsultingservices@sdao.com](mailto:sdaoconsultingservices@sdao.com)

Candidates, please note the following anticipated dates for those selected to participate:

- Final onsite selection activities June 1st - 2nd in Jefferson, OR
- Anticipated start date August 1, 2022