



Mid-Columbia Fire and Rescue

The Dalles, Oregon

Executive Recruitment for the position of

Division Chief

Training and Volunteer Recruitment/Retention



Recruiting for a Division Chief who values our Mission and will facilitate its progress:

“To provide a professional level of fire safety, life safety, and emergency medical services to the people and property within Mid-Columbia Fire and Rescue’s District to prevent or minimize the loss of life, pain and suffering, and property damage.”

Apply Now – Recruitment closes October 23, 2017 at 12:01 PM

The Community

Mid-Columbia Fire and Rescue is based in and serves the City of The Dalles and a portion of Northern Wasco County in Oregon. The Dalles provides a smaller town environment - yet is close to the Portland metropolitan area, providing the “big” city offerings. The Dalles and Wasco County are bordered by the mighty Columbia River to the North and is positioned directly in the shadow of majestic Mount Hood, only minutes to the south. The western area of Wasco County is comprised of lush green forests, while the eastern portion is a high desert environment. The Dalles is the eastern gateway to the historic Columbia River Gorge. Wasco County claims a population of 25,000 and The Dalles is home to over 15,500. A community college resides in The Dalles and it is developing a reputation as a new hi-tech hotspot. The Dalles boasts 300 days of sun each year. Recreational opportunities abound in close proximity to The Dalles, including a nationally recognized wind surfing/kite boarding destination, plentiful skiing venues on Mount Hood and the world-renowned Deschutes River, a blue-ribbon fly-fishing stream within less than 30 minutes’ drive. Salmon and steelhead fishing is plentiful both in the Deschutes and the Columbia as well as hiking and camping in the Columbia River Gorge.

About Mid-Columbia Fire and Rescue

The Mid-Columbia Fire and Rescue District has provided services since 1966. This combination department operates out of two stations, staffed by 24 career members, 30 volunteers, and 1 administrative staff. The 2016 call volume was approximately 2,770 slightly more than 2,200 were EMS related. The annual budget is over \$6.2 million. The District is governed by a five-member Board of Directors elected to four-year terms. The District’s Fire Chief is responsible to the Board of Directors to ensure policy, goals and objectives of the district are fulfilled.

Overview of Division Chief ’s Position

The Division Chief for Training and Volunteer Recruitment/Retention is a newly funded position that will report directly to the Fire Chief. Under administrative direction, the position directs, manages, supervises and coordinates the activities and operations of the assigned division and assumes responsibility for developing and managing the districts training programs, developing, managing and leading the volunteer recruitment and retention program to include the on-call, duty shift, support and cadet volunteer, high school mentorship and college internship programs. The position is exempt from the Fair Labor Standards Act.

This is a renewed position funded by a grant for a period of four years. The District desires to, but is unable to guarantee ongoing funding for the position subsequent to the grant period. The grant Period of Performance is November 25, 2017 to November 24, 2021.

Attributes

- Ability to participate on the management of fire suppression, prevention, emergency medical services, training and volunteer program services
- Ability to respond to emergency incidents and assume incident command
- Ability to effectively communicate verbally to diverse audiences
- Possess high quality written communications skills
- Ability to work effectively with a variety of internal and external individuals and or groups
- Knowledge and ability to apply appropriate state and federal laws and department policy in respect to administering a fire/EMS department and volunteer firefighter program
- Ability to effectively delegate responsibilities
- Ability to respond in a timely and calm manner in emergency situations
- Possess exceptional interpersonal skills to include being a good listener
- Be self-motivated with a positive attitude
- Possess knowledge and experience with fire/EMS volunteer programs
- Have recruiting and training skills, especially with volunteers
- The ability to market the department and component programs
- Ability to manage the districts various Training Programs at all levels

- Have exceptional organizational skills

Qualifications

- High School Diploma or GED equivalent
- Associate's degree in a public protection field from an accredited college or university or a combination of education and experience meeting this requirement
- A minimum of five years of increasingly responsible fire/EMS experience
- A minimum of two years of management and administrative experience at the Captain level, or equivalent or a combination of education and experience meeting this requirement
- Must possess, or be able to obtain, an Oregon driver's license in accordance with Oregon Statute
- Possess an Oregon EMT-B or equivalent certification
- The following are desired and will be required by the end of the probation period:
 - NFPA Fire Officer 1 certification, or equivalent
 - NFPA Instructor I certification, or equivalent
 - I-400 Certification, or equivalent
 - Oregon DPSST Wildland Interface Engine Boss Certification, or equivalent

Desirable Qualifications

- BS/BA degree or MA/MS degree in a related field National Fire Academy Executive Fire Officer certification
- National Fire Academy Executive Fire Officer Certification or comparable leadership program
- Experience in a combination fire department utilizing both career and volunteer members

Residency

- Must reside within the Mid-Columbia Fire and Rescue geographic boundaries within six months of appointment. Must participate in the districts Duty Officer rotation regardless of residency.
- Must successfully complete a 12-month probation period

Salary, Benefits, and Job Offer Contingencies

Salary range of \$5737 - \$7636/month, depending on qualifications, generous benefit package, Oregon Public Employees Retirement System. Must pass a medical examination based upon job description as a contingency of appointment; must pass a background inquiry consisting of a criminal history and reference checks.

Application Deadline and Selection Process

Application Packet available at www.mcfcr.org

The candidate must submit application materials by the closing date and time of **October 23, 2017 at 12:01 PM**

Application Packet includes:

- Employment Application (Signed)
- Resume
- Supplemental Questions Response
- Supporting Documentation deemed appropriate by the candidate

Application and above documentation must be mailed, hand delivered or emailed to:

Mid-Columbia Fire and Rescue
1400 W. 8th Street
The Dalles, Oregon 97058
jwood@mcfcr.org

Please direct recruitment and selection process questions to Division Chief Jay Wood at jwood@mcfcr.org