

Dear Applicant:

Thank you for your interest in the Division Chief of Training and Volunteer Recruitment/Retention position for Mid-Columbia Fire and Rescue in The Dalles, Oregon. An instruction sheet is attached.

We wish you the best as you participate in the selection process. A few suggestions that may be helpful to you in preparing your application package include:

- Customizing your resume to the position requirements rather than a “file” copy approach.
- Ensure the resume is readable, concise, and complete.
- Ensure the supplemental questions are concise, but complete.
- Complete the entire application and please be sure to sign it.

ONLY send copies of certificates/licenses for proof of job requirements as listed in the announcement, officer certifications, college degree(s), required training courses, etc. **These items will not be returned.**

Telephone interviews may be conducted if needed; therefore, it is important that you provide work, home, and cell phone numbers at which we can use to reach you. Also, please include your e-mail address. If for any reason you will not be available at the numbers listed on your application on **October 26 or 27, 2017**, it is your responsibility to contact us to provide a number where you can be reached.

The application materials list all dates for the process. Those dates cannot be changed. Leave important dates open so you can participate in the final process, if selected. The onsite interview is scheduled for **November 6 or 7, 2017** in The Dalles, Oregon. **Candidates will be assigned randomly to either date.**

Return resume/application/supplemental questions to:

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

Resume/application materials must be received at the address above no later than **October 23, 2017 at 12:01 PM**

Good Luck,

Robert Palmer, Fire Chief

Attachment

Instructions

Complete and sign the employment application.

Your resume should include, as a minimum, the information required in the Position Announcement. See candidate letter regarding sending copies of certificates/licenses.

Due to our application process, please do not bind your application materials using spiral binding, coil binding, plastic folders, and/or binders.

Supplemental Requested information:

Please include a brief written description of the following in addition to your resume, with each area titled and listed separately. (Be concise, but complete – not more than two pages per item.)

- A. The demographics of agencies in which you have been employed (size of service area, population served, number of personnel, annual call volume, budget, governing body, department type, etc.)
- B. Your job responsibilities as a mid-level and command officer and dates promoted. (Include administrative experience, i.e. budgeting, personnel management, labor relations, etc.)
- C. Professional and community service associations, organizations, and activities (including leadership roles, specific organizations, and your philosophy about being involved in community and professional organizations)
- D. Your leadership style, experience, and philosophy on how you lead and motivate people, develop and mentor employees and volunteers, mitigate conflict in the work place, and inspire a team atmosphere
- E. Your experience working with a volunteer work force and your background with combination career and volunteer organizations
- F. Your experience developing and effectively managing a division budget and managing available funds and expenditures
- G. Describe your training and experience in the following areas: ICS
 - Training program management and delivery
 - Working with volunteers and volunteer programs; include recruiting and retention
 - The planning process: long-range planning and short-term planning

Download application materials and position details at www.mcfr.org

The completed and signed employment application, supplemental questions information, and resume must be received no later than: **October 23, 2017 at 12:01 PM.**