

Application Instructions

Application: Complete and sign the employment application.

Resume: 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 internal processes, please do not bind your application materials using spiral binding, coil binding, plastic folders, heat/glue binding and/or binders. Staples and paperclips are allowed.

Supplemental Questions information (Required):

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

- 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 developing and effectively managing a division budget and managing available funds and expenditures.
- F. Describe your training and experience in the following areas:
 - Incident Command Functions including acting as Initial Attack and Extended Attack Incident Commander or other functions within the ICS System on Wildland Incidents
 - Incident Command Functions on Structural, Hazmat and other type incidents
 - 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: **November 2, 2018 at 12:01 PM.**