



CITY OF
KIRKLAND, WA

invites your
interest in the
position of

**CHIEF
ADMINISTRATIVE
OFFICER**
(Fire Department)

**\$127,177.46 to
\$165,937.74** Plus
Excellent Benefits
Package



Closing Date: Open Until Filled

THE COMMUNITY

The City of Kirkland, Washington, is located on the northeastern shoreline of Lake Washington, with views of the Cascade and Olympic mountain ranges. Just ten miles east of downtown Seattle, Kirkland is an attractive and inviting place to live, work and visit. It has been ranked as one of the most livable cities in America.

This lakefront community has a small-town feel, a sense of history, and a strong appreciation for quality of life. Residents and visitors also enjoy the amenities of metropolitan living combined with the natural beauty of the area. Kirkland is a thriving community with award-winning parks, recreational activities, a quality educational system, accredited public safety programs and a healthy business community. Incorporated in 1905, Kirkland has grown into a vibrant city of 90,660 residents.

THE CITY

The City enjoys a high degree of public involvement and collaboration on its boards, commissions, and advisory groups within the City. Community members are active and engaged in Kirkland's civic life. Kirkland is a code City and operates under the Council/Manager form of government, with a seven member City Council and a Council-elected Mayor.

The City Council sets the policy direction for the City, incorporating public input received directly from community members and several Council-appointed boards, commissions, and advisory groups. The Council appoints the City Manager to function as the Chief Administrator of the City, providing leadership, direction, and guidance. The City Manager serves as the professional administrator of the City and is responsible for coordinating all day-to-day operations. The 2021-2022 biennial budget for the City is \$812.5 million with a staff of approximately 638 FTEs.

Kirkland is a full service city, providing a wide range of municipal services. The management team is comprised of the City's department directors who enjoy cooperative and effective working relationships.

CITY DEPARTMENTS INCLUDE:

- City Attorney's Office
- City Manager's Office
- Finance & Administration
- Fire
- Human Resources
- Information Technology
- Municipal Court
- Parks & Community Services
- Planning & Building
- Police
- Public Works



Vision Statement:

The Kirkland Fire Department is creating a safer community as a respected partner in our region and an innovative leader in the nation.

EXPERIENCE and EDUCATION

Bachelor's degree in public administration, records management, or closely related field with 5 years of progressively responsible experience in an administrative environment, including 3 years of supervisory or management experience. Experience in emergency services preferred. An equivalent combination of education and experience which provides the necessary skills, knowledge, and ability to successfully perform the duties of the position will be considered.

A thorough knowledge of management principles and practices, employee and public relations, public disclosure laws, records management, project management, grant writing, and various forms of Fire/EMS related technologies is required. The candidate must also have extensive knowledge in Civil Service regulations; labor agreements; RCW and WAC rules; and other applicable federal, state, and local laws.

Offers are contingent upon completion of a background check in compliance with Washington State law.

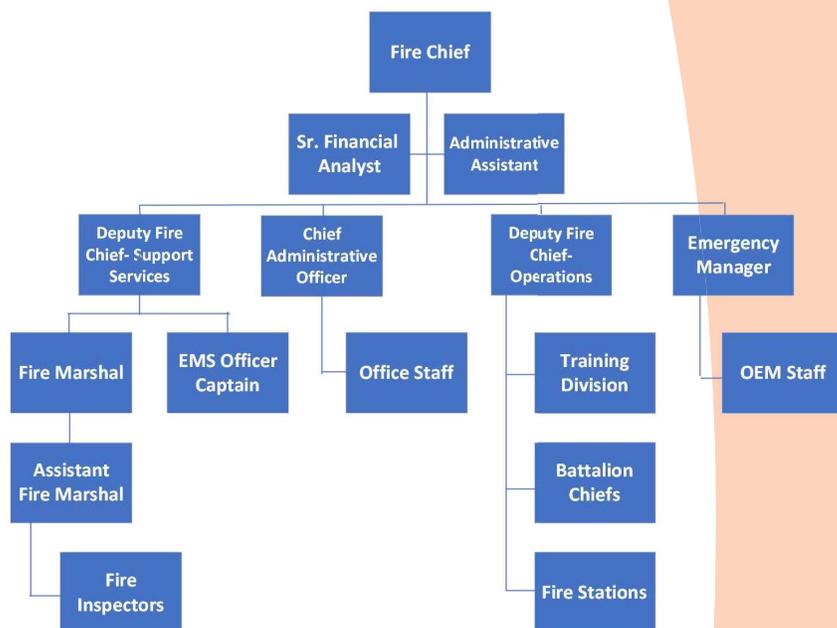


FIRE DEPARTMENT ORGANIZATION

The City of Kirkland Fire Department currently serves a population of 90,660 residents in a service area of approximately 20 square miles. The department's operating budget for the 2021-2022 biennium is \$53,627,159 which includes 127 full-time equivalent positions. The department provides services through two divisions:

The **Support Services Division** provides coordination and supervision to the Bureau of Fire Prevention, the Training Division and Administrative Services.

The **Operations Division** consists of five Engine companies, one Ladder company and an Emergency Medical Services Officer. Operations also oversees facilities, fleet operations, technical rescue and water rescue services.



ISSUES FACING THE DEPARTMENT

The Fire Department has grown incrementally over the past 40 years. Fire Stations built in the early 70's are at the end of their useful life. Four stations will be undergoing major renovations, one will be replaced and an additional Fire Station in North Kirkland has just been completed. Funding for these projects has been secured through a ballot measure in 2020. These projects are currently underway.

In addition, the Department is working on Accreditation under CPSE and improving the insurance rating given by the Washington Survey and Ratings Bureau. Many of these objectives will be funded through the passed ballot measure.

The Kirkland Fire Department has reached the professional age where retirements are beginning to be a more common occurrence. In addition, the pandemic and the approved increase in staffing levels resulted in the hiring of an unprecedented number of firefighters, and more are scheduled. As a result, key areas in administration need to be managed to handle this change. These areas include updates in Fire Department related technology, purchasing, payroll systems, capital improvements, labor relations, reporting, diversity recruitment, grant management and professional standards.

The Puget Sound region hosts a number of large and small technology companies, and the local population is technologically savvy. The Department will need to continue to find new ways to communicate with the public, measure performance and analyze trends to effectively serve the public. Social media tools present an opportunity to provide timely, accessible communications.



COMPENSATION

The Chief Administrative Officer has an annual salary of \$127,177 to \$165,937. The City also offers an attractive benefits package including:

- Medical/Dental/Vision coverage for employee and dependents
- Free Employee Health Clinic
- City paid Life Insurance (\$250K cap up to \$350K with evidence of insurability)
- LEOFF State retirement program
- Municipal Employee's Benefit Trust (MEBT)
- ICMA Retirement Trust
- Vacation – 104 hours per year accrued monthly
- Sick – 8 hours per month
- Holiday – 12 days per year (including one floating holiday)
- Forty (40) hours of management leave per year
- Take-home department vehicle
- Employee Assistance Program
- Flexible Spending Account
- Wellness Program (including free on-site workout facility)
- Community Service Day (day off for community volunteer service)

SUPPLEMENTAL QUESTIONS

1. Describe your direct experience in dealing with administrative assignments, employee supervision, and the management of both.
2. What are the two most important lessons you have learned as a person supervising others?
3. Describe an innovative program, process and/or procedure you have implemented in your organization.
4. Describe how you typically deal with conflict and how you build a sense of team in times of conflict, stress, or controversy.

TO APPLY

Click [here](#) to apply.

All applications will be reviewed and screened based on the qualifications and requirements outlined in this request.

Interested applicants must submit a packet to include a resume (3 pages maximum), your responses to the supplemental questions and a cover letter (1 page maximum) detailing your experience, leadership style and why you are interested in the Chief Administrative Officer position.

Applications will be accepted until the position is filled.

References will be contacted only following candidate approval.

CANDIDATE PROFILE

The Chief Administrative Officer manages a major division of the Fire Department to include purchasing and payroll systems, data analysis, performance standards, CIP projects, incident and personnel records, public records, and Fire/EMS systems. The position also provides community, inter-departmental, labor relations, and recruitment support. Essential functions include fostering the core values of the Fire Department by maximizing community involvement, promoting a total service orientation among employees, and encouraging a proactive problem-solving approach to Fire and EMS services.

The ideal candidate will have excellent project management, planning, data analysis, and organizational skills. They will also demonstrate support for other employees, which include command staff, uniformed staff, and the local bargaining unit leadership. Important attributes include the ability to make timely and informed decisions, manage multiple assignments, be approachable, and maintain accountability. The Kirkland Fire Department has an excellent relationship with the Kirkland community and this individual will be expected to maintain and advance that positive relationship. This individual should be an effective writer and communicator, and be comfortable speaking to various groups, elected officials, neighborhood/ community groups, and the media.

The City of Kirkland provides an exceptional work environment that is marked by employee excellence, outstanding customer service and high levels of resident satisfaction. The Kirkland community is a livable, walkable, sustainable and safe community. The successful candidate will bring a can-do attitude, excellent communication skills, and an appropriate sense of humor.



Downtown Kirkland Marina Park