

CITY OF  
**KIRKLAND, WA**

invites your  
interest in the  
position of

**DEPUTY  
FIRE CHIEF**

**\$138,444 to \$180,638**  
Plus Excellent Benefits  
Package



**Closing Date: Open Until Filled**

## THE COMMUNITY

The City of Kirkland, Washington, is located on the north-eastern 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 plus minimum 4 years of experience as a Battalion Chief or above, including 10 years of service in a Fire Department as a career Firefighter; or Associate's degree plus 8 years of experience as a Battalion Chief including 15 years of service in a Fire Department as a career Firefighter, or, an equivalent combination of education and experience which provides the necessary skills, knowledge, and ability to successfully perform the duties of the position. Must meet minimum medical standards.

The ideal candidate for this vital position will hold a Bachelor's degree from an accredited college or university in Fire Science, Public Administration or related field. Completion of CPSE CFO, or National Fire Academy EFO program. The candidate must complete a background check in compliance with Washington State law. A thorough knowledge of fire science, management principles, methods, current codes and ordinances is required. Applicant must pass a psychological evaluation, background investigation and medical evaluation prior to employment.

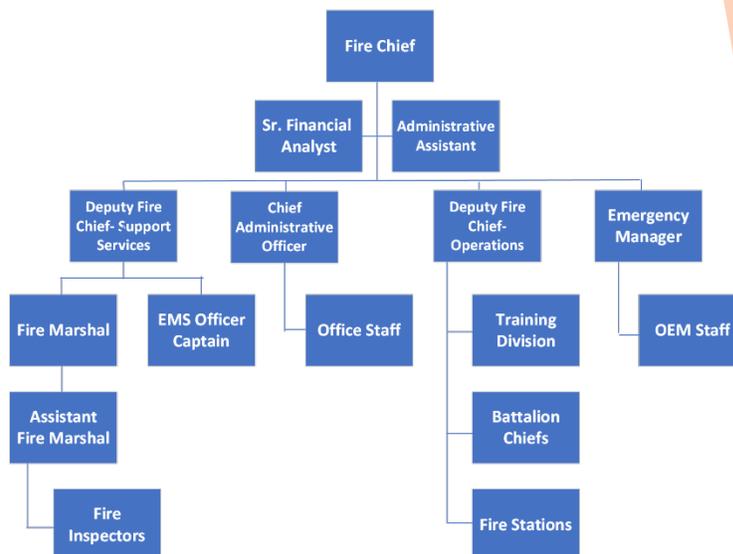


## FIRE DEPARTMENT ORGANIZATION

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. Training is a significant focus as a result. In addition, succession planning has been elevated to a high priority. An anticipated wave of retirements over the coming years will result in key supervisory and management promotional opportunities.

Commercial and residential growth in Kirkland is expected to continue at a brisk pace and a number of major projects that were delayed by the pandemic are back on track in 2022. This provides challenges and opportunities for our Fire Prevention Bureau.

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 Deputy Chief has an annual salary of \$138,444 to \$180,638. 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 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 labor unions, including disciplinary process and grievances.
2. Describe the two most important differences between fire operations and fire administration and what management strategies need to be employed for both.
3. Describe an innovative project that you've initiated and what you learned from the process.
4. Describe how you deal with conflict and how you build a sense of team in times of conflict 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 Deputy Chief position.

**Applications will be accepted until the position is filled with a first review on November 30<sup>th</sup>.**

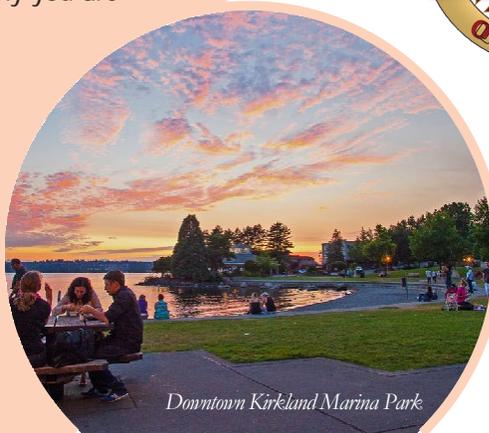
**References will be contacted only following candidate approval.**

## CANDIDATE PROFILE

Kirkland is seeking an experienced and knowledgeable individual to serve as Deputy Chief for a 120+ Department. The Deputy Chief is a civil service covered employee, reporting to the Fire Chief. The ideal candidate is a skilled leader with excellent oral and written communication skills. Knowledge of and experience in the application of incident command, code enforcement and conflict resolution are important skills for this high-performing department. Experience working in the Northwest or similar labor climate is preferred. Familiarity with the operational and policy issues associated with a similar sized fire department is preferred.

The Deputy Chief will provide high level management and maintain open lines of communication with the various functional units within the Fire Department. The ideal candidates will demonstrate support for other employees, which include command staff, uniformed staff, and the local bargaining unit leadership. Important management attributes include the ability to make timely and informed decisions, skill in delegating assignments, approachableness, and maintaining 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 presenter, 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*