



# ARCATA FIRE DISTRICT ASSISTANT CHIEF



# ABOUT ARCATA FIRE DISTRICT

The Arcata Fire District is a single-purpose Special District, independent from the County of Humboldt and the City of Arcata; governed by a Board of Directors who are elected by the voters. The District is a combination fire protection agency (career and volunteer firefighters) protecting 37,000 residents living amongst industrial, commercial, residential, agricultural, beaches, and Wildland Urban Interface areas. Located on the coast of Northern California, the District protects the City of Arcata, the communities of McKinleyville, Bayside, Manila, Jacoby Creek, and other rural areas for a total service area of 62 square miles.

## WORKING AND LIVING ON THE NORTH COAST

Arcata (derived from the word oket'oh in Yurok, meaning "where there is a lagoon") is a city in the northern portion of Humboldt Bay in Humboldt County, California. With a population of just over 18,000, Arcata, the City offers a plethora of activities. With a lovely Downtown and Central Plaza, Arcata is home to many local bookstores, bars, coffee shops, restaurants and live music venues. The Plaza is also the center of Humboldt County's largest farmer's market (April through November), and serves as a major venue for local Fourth of July festivities, the Arcata Main Street Oyster Festival, the start of the Kinetic Sculpture Race and the North Country Fair. Arcata is also home to the Arcata Marsh which is a preserve located on Humboldt Bay's North shore. Because of its location in Humboldt County, Arcata is conveniently located near a plethora of beautiful natural parks. Humboldt County is considered the southern gateway to the Pacific Northwest, and encompasses 2.3 million acres, 80 percent of which is forestlands, protected redwoods and recreation areas including Avenue of the Giants in Humboldt Redwoods State Park, the Arcata Community Forest and Fern Canyon.



## Mission

We exist to protect the lives, environment and property of the communities we serve.

## Vision

Fostering our rich tradition of excellence and growth in our communities and our organization, for the betterment of everyone.

## Values

Every effort. Every hour. Every call.

## THE POSITION

The Assistant Chief holds a critical role within the management team of the fire district, operating under the direct guidance of the Fire Chief. With a focus on complex leadership and management tasks, the Assistant Chief is charged with planning, organizing, directing, staffing, a major division or programmatic section of the District, such as administration, operations, training, and maintenance. Beyond administrative duties, this role entails emergency response responsibilities as an operational responder and includes serving as a rotational Duty Chief, assuming a leadership position during specified duty periods. The Assistant Chief represents the Fire District on local and regional committees, fostering collaboration on pertinent issues and programs. In the absence of the Fire Chief, the Assistant Chief may act as the District executive. The Assistant Chief exercises both direct and indirect supervision over designated subordinate staff, which includes overseeing subordinate supervisors. This responsibility involves providing guidance, support, and management to ensure effective functioning and performance within the assigned team. The Assistant Chief plays a key role in leadership, maintaining organizational structure, and fostering a cohesive and productive working environment among the subordinate staff and supervisors.

# THE IDEAL CANDIDATE HAS...

The ability to be a forward-thinking leader with excellent verbal and written communication skills. Dedication to establishing and maintaining effective relationships with District staff and volunteers is crucial, and the candidate should be adept at cultivating new relationships and improving existing ones. This role demands adaptability and creativity, with a willingness to embrace change and seize new opportunities. The candidate should actively explore ways to streamline procedures and processes throughout the organization. Strategic planning abilities are essential for analyzing programs, policies, and operational needs, making appropriate changes as necessary. The ideal candidate is an innovative problem solver, capable of defining issues, providing clear direction, rallying teams, and delivering results. The role requires a balanced approach, offering administrative, organizational, and fiscal oversight, coupled with effective incident command and emergency services leadership during critical incidents. Additionally, the candidate should be available for a minimum of 10 days of on-call duty per month, with the ability to respond to the District within 15 minutes when recalled. Overall, the successful candidate will play a pivotal role in the Fire District's success by fostering positive change, promoting innovation, and ensuring efficient operations.

## EDUCATION/EXPERIENCE REQUIREMENTS:

- An Associate's Degree from an accredited college or university and
- Ten (10) years full-time continuous paid fire service experience, with
- Five (5) or more years of progressive leadership experience

## CERTIFICATIONS & OTHER REQUIREMENTS

- CSFM Company Officer certification or equivalent
- ICS 400
- Valid insurable driver's license with firefighting endorsement
- Hazmat First Responder Operations Level
- CSFM Driver/Operator 1A or equivalent
- North Coast EMS Emergency Medical Technician 1 or higher (within 6 months of appointment)
- CSFM Chief Fire Officer 3A, 3B, 3C, 3D classes (within 1 year of appointment)

## ADDITIONAL DESIRABLE QUALIFICATIONS

- Graduation from or current enrollment in the Executive Fire Officer's Program from the National Fire Academy
- Graduation from an accredited four-year college or university with a Bachelor's Degree
- CSFM Fire & Emergency Services Instructor 1 or equivalent
- Incident Safety Officer
- Experience in the operation of a California Fire District

# SALARY AND BENEFITS

The available position within the fire district offers a competitive annual salary range of \$117,016 to \$142,234. Successful candidates may be placed at a salary level corresponding to their individual qualifications and expertise. Additionally, employees in this position may receive a take-home vehicle, the eligibility for which depends on their residency location. The district provides a comprehensive benefits package to full-time employees, encompassing health care, dental, vision, retirement, and deferred compensation plans, as well as holidays, vacation, and sick leave. For more detailed information on the terms and conditions of employment, candidates are encouraged to review the Memorandum of Understanding (MOU) available at [www.arcatafire.org/labor-contracts-salary-schedule](http://www.arcatafire.org/labor-contracts-salary-schedule).





# APPLICATION INSTRUCTIONS & SUPPLEMENTAL INFORMATION

This is an open until filled position. First review of applications will be March 15, 2024 at 12:00PM. Anticipated interview and testing process in mid-April 2024.

To apply and be considered for this exceptional opportunity, applicants must submit a completed application and resume. Your application and resume must provide sufficient detail about your background and experience to allow the screening panel to properly assess your experience in the required elements, including your experience and achievements.

**To apply online, please visit [www.arcatafire.org/employment-opportunities](http://www.arcatafire.org/employment-opportunities) .**



## ARCATA FIRE DISTRICT

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