



# **WILLIAMS FIRE DISTRICT OREGON**

**Fire Chief**

**\$65,000 - \$80,000**

*plus benefits*

**Application Deadline: May 24, 2024**





## Position Details

**30+ Hours Per Week**

**FLSA Exempt**

**Salary:** \$65,000 - \$80,000 per year (exact placement within the salary range dependent on qualifications)

**Benefits:** Benefits include health and dental insurance (partial employer paid); vacation/holiday leave and sick leave; District provided uniforms, training, and educational opportunities; take home staff vehicle; cell phone

## The Area

The community of Williams is located in Josephine County in beautiful Southern Oregon. Williams is nestled in a rural area surrounded by mountains with easy access to Grants Pass, Medford, the Oregon Coast, and northern California.

The economic base for the area consists of agriculture, timber products, residential real estate sales and approximately 15 businesses which are supported by tourism and the local population. From fishing, to camping, to hiking, to rafting, to theatre, and to county fairs; there are a wide variety of recreational and cultural activities within the area. The weather is mild with Spring arriving early and a beautiful Fall remaining late into the year.

## The District

Williams Rural Fire Protection District was established in the 1960's and is dedicated to the safety and well-being of the community and its visitors. The District's fire station and headquarters is situated near the heart of the 'downtown' at the intersection of the Williams Highway, East Fork Road, and Cedar Flat Road.

The District's goal is to support, promote, and provide high quality fire protection services, emergency medical services (EMS), and life safety services to the community. They are committed to the value and promotion of "community safety and awareness". It is their mission to be committed to quality, possess





excellence in service, and have an emphasis on teamwork while protecting life and property for the citizens and visitors of the Williams area.

The District is committed to being an active community partner - continuing and increasing activities that provide opportunities to be an integral part of the community they serve.

Paid staff are responsible for administrative and daily operations while volunteers provide the necessary workforce for fire suppression, rescues, and emergency medical response. The District has an estimated 3000 residents, residing in 1500 homes within its 32 square mile boundary.

The District enjoys a positive working relationship with other public safety and emergency provider agencies and has mutual aid response agreements with all other fire agencies in both Josephine and Jackson counties. They respond side by side with the Oregon Department of Forestry and US Forest Service to wildland and urban interface fires. In 2023 the District responded to 240 calls for service.

## **The Position**

The Fire Chief oversees the operation of Williams Fire District including all personnel and activities. They exercise command over all day-to-day operations of the District's Fire and EMS.

The Fire Chief performs a variety of technical, administrative, and supervisory work and responds to fires, rescues, EMS, and other emergencies as necessary.

The Fire Chief reports to a five-member elected Board of Directors but is required to exercise independent judgement to carry out the policies established by the Board.

The normal work schedule is 30 to 40 hours per week however, it is generally understood that the Fire Chief will dedicate as much time as needed to assure the needs of the District are met including weekend duty officer shifts.

## **The Ideal Candidate**

The ideal candidate will possess the following core skills and abilities at a minimum:

- Able to demonstrate the highest standards of integrity, ethics, and leadership and must possess keen judgment, innovation, and foresight.
- Ability to establish and maintain effective working relationships within the District and with the general public.
- Extensive knowledge in the principals, practices, methods, and techniques of current emergency services including firefighting, emergency medical services, fire training programs, fire protection, fire prevention, and the Incident Command System.
- Working knowledge of laws and statutes relating to the operation of the Fire Districts.

- Ability to plan, assign and direct the work of personnel as well as the ability to effectively motivate and listen to the staff.
- Have an understanding of the principles of leadership, supervision and training.
- Knowledge of the development and administration of an annual budget.
- Ability to react quickly and calmly in emergencies, and to direct the work of subordinates on emergency scenes.
- Ability to speak and write effectively and to give clear and concise instructions that can be readily understood.
- Ability to plan, supervise and coordinate the work of others.

### **Required Education and Experience**

- Associates' degree in Fire Science or related field.
- NFPA Firefighter 2 or equivalent
- NFPA Fire Officer 1 or equivalent
- NFPA Instructor 1 or equivalent
- NFPA Hazmat Operations or equivalent
- NIMS 100, 200, 300, 400,700, 800
- Oregon certified Emergency Medical Technician (EMT) or ability to obtain within one year of hire.
- Minimum of ten (10) years' experience in public fire service, with documented progression in responsibility and rank, with at least five (5) years at the rank of company officer or above
- Valid Oregon Drivers' license and be insurable by the district.  
- OR-
- An equivalent combination of education, training, and experience sufficient to successfully perform the essential duties of the job.

### **Special Requirements**

- Must be able to pass the District minimum medical requirements and annually certify the physical requirements to work within I.D.L.H. conditions.
- Must be able to successfully pass a criminal background check.
- Must be able to be bondable and insurable under the District's insurance carriers.
- Must live within the boundaries of the Williams Fire District within 12 months of employment.

***See position description for full position details and requirements.***



## **Recruitment and Hiring Timeline**

*(Dates subject to change)*

**Recruitment Period Opens:** April 26, 2024

**Recruitment Period Closes:** May 24, 2024

**Community Meet-and-Greet (onsite):** June 9, 2024

**Assessment Center (onsite):** June 10, 2024

**Tentative Start Date:** August 1, 2024

*\*Candidates invited to the onsite assessment center will be eligible for travel and lodging reimbursement to a maximum of \$500.*



To review the job announcement and job description, and to complete the application, please see this link: <https://www.sdao.com/classifieds>. To be considered as a candidate, please submit a completed and signed **application**, **resume**, and **cover letter** to the address and/or email listed below. **Electronic submission is preferred.**

Attn. Shanta Carter  
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Special Districts Association of Oregon  
PO Box 23879, Tigard, Oregon 97281  
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Questions regarding the position or the selection process can be directed to Senior Consultant Gordon Sletmoe at [gsletmoe@sdao.com](mailto:gsletmoe@sdao.com)

