



# Assistant Chief of Fire Operations North County Regional Fire Authority

Annual Salary Range:

**\$167,510 - \$216,680**

*Plus excellent benefit package*



## THE COMMUNITY

North County Regional Fire Authority (NCRFA) proudly serves approximately 50,000 people over 120 square miles in a growing region of northern Snohomish County and the lands of the Stillaguamish Tribe of Indians, where natural beauty, community identity, and strong civic partnerships define the local culture. Residents enjoy easy access to Puget Sound, abundant outdoor recreation, and the vitality of nearby Everett, Bellingham, and Seattle.

The agency serves a mix of established neighborhoods, historic downtown areas, expanding commercial centers, a busy general aviation airport, and rapidly developing areas, as well as rural natural growth areas and farmland. NCRFA plays a central role in supporting regional public safety, emergency preparedness, and community resilience.

## THE AGENCY

North County Regional Fire Authority is a full-service emergency response provider offering fire suppression, advanced life support (ALS) and basic life support (BLS), CARES outreach services to at-risk community members, operations-level rescue, hazardous materials response, fire prevention, and community risk reduction. NCRFA owns and operates a premier fire training center for its own personnel and is the host agency for the Snohomish County Full Time Academy and other regional training operated through a consortium of area fire districts.

The agency is committed to excellence, innovation, fiscal stewardship, and the wellbeing of its personnel. NCRFA's workforce includes highly trained career firefighters and a professional administration and support team working collaboratively to deliver reliable, high quality, community-focused emergency services.

### ***Vision***

*North County Regional Fire Authority (NCRFA) is to be widely known as an accredited organization that embraces excellence. We will continue to fulfill our commitment to reduce risk and enhance the health, welfare, and preparedness of our entire community, while embodying all core values as we deliver premier all-hazard responses and services.*

## THE POSITION: ASSISTANT CHIEF OF FIRE OPERATIONS

Reporting directly to the Fire Chief, the Assistant Chief of Fire Operations provides an ideal candidate a career opportunity to provide strategic, administrative, and operational leadership for all fire suppression and emergency response activities within the organization. This role is responsible for ensuring 24/7 operational readiness, developing programs that enhance service delivery, and supporting the Fire Chief as part of the Executive Leadership Team (*for more about the AC of Fire Operation's peer team, see the current Organizational Chart [here](#)*).

The Assistant Chief leads and supervises shift Battalion Chiefs, the Battalion Chief of Training & Safety, and other assigned personnel. The position plays a key role in shaping operational priorities and establishing and enforcing directives and procedures that support organizational policy. This role also focuses on personnel development, collaborative labor-management relationships, and representing NCRFA with external agencies and community partners.

### ***Mission***

*NCRFA provides premier medical services, fire, and all-hazard emergency response to reduce risk and enhance the health, welfare, and preparedness of our entire community.*



## IDEAL CANDIDATE PROFILE

NCRFA seeks a leader who brings credibility, integrity, operational insight, and strategic perspective — someone who is committed to supporting personnel, strengthening organizational performance, and advancing the mission, values, and NCRFA’s community service goals.

The ideal candidate will be an experienced, well-rounded fire service leader who brings a deep and practical understanding of fire and EMS operations developed through their experiences with a career or combination agency of comparable size and complexity. NCRFA responds to approximately 10,000 calls annually for the Cities of Arlington and Stanwood and the surrounding rural areas of unincorporated Snohomish County. Candidates must demonstrate effective leadership necessary to successfully achieve operational demands, deploy staffing models, and deliver the service expectations inherent in this environment. The ideal candidate will oversee the operations of six fire stations with approximately 85 career members, several administrative training staff members, and approximately 30 part-time fire and EMS providers.

The successful candidate will have extensive service time supported by progressively responsible leadership roles such as Company Officer, Battalion Chief, or higher. This experience should reflect competency across incident command, daily operational oversight, emergency response management, and personnel leadership in a unionized environment.

A strong foundation of education, training, and hands-on field experience is expected, including demonstrated knowledge of budgeting processes, intergovernmental coordination, and modern fire service best practices. Experience with the Blue Card Incident Command System, collective bargaining environments, and regional agency collaboration will be particularly valuable.



## LEADERSHIP RESPONSIBILITIES

- ▶ Foster, promote and require a culture of accountability, excellence, and teamwork across the agency; foster a work environment inspiring both professional excellence and the overall wellbeing of employees
- ▶ Supervise shift Battalion Chiefs, the Training & Safety Battalion Chief, and other assigned staff
- ▶ Provide guidance, mentorship, and performance evaluation to assigned staff, and ensure consistent methodologies are cascaded throughout the Operations Division
- ▶ Participate in hiring, evaluations, discipline, and grievance processes, ensuring alignment with various requirements and the values of NCRFA
- ▶ Define and implement operational directives, response standards, and training expectations
- ▶ Manage suppression personnel readiness, safety, and operational effectiveness
- ▶ Maintain strong communication across the chain of command
- ▶ Support policy development and ensure regulatory compliance
- ▶ Support the Fire Chief and the AC's executive leadership team peers in other areas to accomplish the overarching mission of NCRFA, and act as back up for their responsibilities as needed
- ▶ As an NCRFA leader and community partner, represent NCRFA with elected officials, civic groups, community members, regional partners, and others





## SUMMARY OF KEY RESPONSIBILITIES

*[\(Review full requirements here\)](#)*

- ▶ Develop operational goals and work plans, collaborating on priorities with other divisions; establish performance metrics and Key Performance Indicators (KPIs) to ensure accountability for operational areas of responsibility
- ▶ Prepare and manage the division budget necessary to carry out the strategic and operational goals and work plan, and within fiscal constraints and priorities, and as a responsible steward of the funds NCRFA is entrusted with by the communities served
- ▶ Analyze operational data, forecast needs, and implement solutions; report performance metrics and KPIs to the Fire Chief, Governing Board of Fire Commissioners, local community agencies, and others as needed to maintain accountability and transparency
- ▶ Direct operations staff in emergency service delivery and agency initiatives, leveraging candidate's technical expertise in the areas of fire operations throughout the Operations Division
- ▶ Manage complex projects and programs, applying strong communication and project management skills
- ▶ Serve as Incident Commander at major emergencies as needed; act as Public Information Officer for designated incidents or events as needed
- ▶ Regularly prepare for, attend, and participate in meetings; conduct station visits; and respond to emergency or administrative matters outside regular work hours

## KNOWLEDGE, SKILLS, & ABILITIES

### Knowledge of:

- Fire department operations and public administration
- ICS protocols, multi-agency response, and emergency management
- Laws, codes, standards, and regulatory requirements
- Labor relations, conflict resolution, and program management
- Modern fire service technology and software systems

### Skills and abilities:

- Strong interpersonal leadership and relationship building
- Effective written and verbal communication skills
- Perform under pressure with sound judgment and diplomacy
- Lead teams, manage resources, and oversee complex projects

## PHYSICAL & WORKING CONDITIONS

### Includes ability to:

- Respond effectively to traumatic or emotionally charged situations
- Work in both office and field settings, including extreme environmental conditions
- Maintain regular on-site attendance and respond after hours

*We are North County Regional Fire Authority  
Serving our Communities with Compassion  
Professionalism \* Integrity \* Pride \* Innovation \* Ownership*



# QUALIFICATIONS

## Minimum:

- 10 years of progressively responsible (career) fire service experience
- 5 years in a promoted (career) leadership role, including at least 1 year at Battalion Chief or higher
- Thorough understanding of Blue Card Incident Command System

## Preferred:

- Bachelor's degree in Fire Science, Paramedicine, Public Administration, Business, Leadership, or related field
- Completion of the Executive Fire Officer Program (EFOP)

## Special Requirements

- Valid Washington State Driver's License with acceptable record
- Successful completion of background check and pre-employment drug screening



## COMPENSATION & BENEFITS

The AC of Fire Operations is eligible for a competitive, comprehensive compensation and benefits package, subject to the policies of the Governing Board, including:

**Full Salary Range:** \$167,510 – \$216,680 (*depending on qualifications, experience, training, and/or education*)

### Retirement & Deferred Compensation:

- Participation in Washington State Pension - LEOFF 2
- Employer-paid 457(b) contribution equal to 5% of base salary, each pay period
- Optional additional employee deferrals, as permitted by IRS

**Vacation:** Vacation leave accrues monthly at progressive rates and new hires may be placed at the appropriate accrual level based on verified prior LEOFF service. Accrual rates range from 8 hours per month in the first year up to 20 hours per month for employees with extensive credited service.

**Sick Leave:** 8 hrs./month

**Holidays:** 12 per year

### Insurance & Health Benefits:

- 100% employer-paid medical, dental, and vision for employee (IAFF Health and Wellness Trust)
- 90% employer-paid dependent coverage
- Annual employer HRA VEBA contribution of \$4,008 (contributions prorated monthly)
- NCRFA-provided life insurance

### Other Benefits

- Qualified non-personal use assigned vehicle (within guidelines)
- Uniforms and uniform allowance consistent with represented personnel



# HOW TO APPLY

## Submit:

- Complete [NCRFA Application](#)
- Cover letter outlining qualifications and interest
- Résumé including work history, certifications, and leadership experience
- 3 Professional Letters of Recommendation
- The Fire Chief's personal guiding principles for the organization are **Communication, Culture and Community**. In 750 words or less (double spaced) explain:
  - In what ways these values align with your own, in what ways do your own values differ or conflict with these?
  - How have you demonstrated your values in your career, including in your leadership roles?
  - In what ways will you integrate your values and reinforce them in the role of Assistant Chief of Fire Operations for NCRFA?

Submit application materials to: [Jobs@NCRFA.com](mailto:Jobs@NCRFA.com)

**Application Deadline:** Apply by **January 19, 2026**, to be considered in the initial round of candidates. The position is anticipated to remain open until filled, therefore, applications submitted after the deadline may be held and reviewed if a first round selection is not made or to expand the initial round of candidates, at NCRFA's discretion.

## SELECTION PROCESS

Qualified candidates selected for further review may be invited to participate in and continue on through multiple selection stages, including but not limited to:

- Initial screening interviews
- Remote panel interviews
- Candidate presentation(s)
- Elected Official interviews (Committee and/or Public Meetings)
- Community Meet and Greet event(s)
- Background Reviews
- Conditional Offers
- Testing and Examination for Fitness for Duty

*NCRFA values a welcoming and inclusive workforce and will not discriminate in hiring or employment because of race, color, creed, religion, gender, sex or sexual orientation, age, marital status, family status or plans, disability, veteran's status, or any other category protected by law.*

*Requesting a reasonable accommodation to participate in the application process, selection process, or while employed by NCRFA may be initiated by contacting the Human Resources department at [HR@ncrfa.com](mailto:HR@ncrfa.com) or 360-629-2184.*



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