



# Woodinville Fire & Rescue

Invites Applications for

## Community Services Officer/Public Information Officer

\$75,600 - \$91,872 DoQ plus Generous Benefits Package

### The Community

The Community Services Officer/Public Information Officer (“CSO/PIO”) is a full-time, represented, FLSA non-exempt position. Below is a summary description of Woodinville Fire & Rescue and the community we serve.

*Woodinville Fire & Rescue is an all-risk emergency services agency of progressive professionals dedicated to serving our communities with compassion.*

Woodinville Fire & Rescue (the “District”) serves the City of Woodinville and unincorporated areas of King County, east of the city. The District serves over 40,000 citizens and works within a nearly 30 square mile service area.



The District has three full-time staffed fire stations and 69 employees. It is governed by a five-member Board of Fire Commissioners.

### The Position

The CSO/PIO reports directly to the Fire Chief and works with limited supervision to manage the District’s outward facing communications, fire and life safety education, and community events.

The successful CSO/PIO will have excellent interpersonal relationship skills, effective communication skills, the requisite knowledge, and the ability to work well with people at all levels. The CSO/PIO will have independent decision-making skills and be able to function without tight supervision.

For a complete position description, go to [www.wf-r.org](http://www.wf-r.org) and download the **Community Services Officer/Public Information Officer job description** document.

## Minimum Qualifications

The position requires the ability to effectively serve as the District's PIO; plan and implement public education activities; maintain availability to respond to fire and emergency medical incidents in a supporting role as directed; plan and coordinate District events; teach CPR and First Aid to public; read and comprehend procedural and policy material; speak effectively and clearly in all situations, including individual communication; speak in small groups and informal or impromptu meetings; work cooperatively with other government entities and the public; produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar; work safely in both emergency and non-emergency environments.

## Qualifications for Eligibility

To be eligible to apply for and hold this position, the applicant must meet the following required qualifications prior to the close of applications and then maintain them:

- High school diploma or equivalent
- Valid Washington State driver's license and insurability under the District's existing vehicle and umbrella liability insurance carrier and Washington state law.
- **Preferred:** Associate of Arts degree or higher; two years of experience as a fire and life safety public educator.

## To Apply

Send a completed application (*do not write "see resume"*), current resume, cover letter, and answers to the supplemental questions via U.S. Mail or email to:

**J. Montegary**  
**Chief Administrative Officer**  
**Woodinville Fire & Rescue**  
**P.O. Box 2200**  
**Woodinville, WA 98072-2200**  
**[jmontegary@wf-r.org](mailto:jmontegary@wf-r.org)**

The job description, employment application and supplemental questions may be found on our website at [www.wf-r.org](http://www.wf-r.org) under *Job Posts*.

## The Process

June 5 – July 13	Application packets will be accepted until 5:00 p.m. on 7/13/18.
July 16 – 18	Review of application packets.
July 23	Candidates will be contacted with interview appointment times and given instructions for pre-work to bring to interview.
Week of July 30	Assessment (day one); panel interview (day two) for most qualified candidates.
August 6	Chiefs' interviews
August 9	Conditional offer of employment
Week of August 13	Psychological exam; reference and background checks
Week of August 27	Final offer of employment
September 4	First day on the payroll for new CSO/PIO

*All dates are tentative and subject to change.*

**No phone calls please. For questions, please email: [jmontegary@wf-r.org](mailto:jmontegary@wf-r.org)**

*The District does not pay travel expenses or relocation fees.*



***Prepare • Prevent • Perform***