

# SOUTHERN MARIN FIRE DISTRICT



## DEPUTY FIRE CHIEF





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The Southern Marin Fire Protection District is an independent special district established by the Marin County Board of Supervisors in July of 1999. The District was formed by the merger of the Alto-Richardson Fire Protection District and the Tamalpais Fire Protection District. The Fire District currently serves the communities of Tamalpais Valley, Almonte, Homestead Valley, Alto, Strawberry, approximately 1/4 of the town of Tiburon, the City of Sausalito, Fort Baker, and the Marin Headlands. The District covers over 34 square miles, a population of approximately 34,700 and over 14,100 homes and commercial properties.

Since 1980, the District has been a member of the Southern Marin Emergency Medical Paramedic System Joint Powers agreement. Through this agreement, the District provides paramedic ambulance service to the Golden Gate National Recreation Area, Muir Beach, Muir Woods National Monument, Throckmorton Ridge, and lands in and around Mount Tamalpais State Park, as well as technical rescue services to all of the above areas and the City of Mill Valley and the Tiburon peninsula.

The District operates 3 Type-1 engines, 1 Type-3 engine, 2 ALS ambulances, a 105' ladder truck, a 34' fire boat, inflatable rescue boat, technical rescue unit, and dive team. The District is governed by a seven member board of directors who are elected by the residents on staggered four year terms. The District operates out of three stations with a minimum staffing of 15 personnel on duty at all times and responds to about 3,000 incidents per year.

The District has 54 full time employees including a Fire Chief, 2 Battalion Chiefs, a Deputy Fire Marshal, a Fire Inspector, 9 Captains, 36 Firefighters/Engineers (15 of whom are also paramedics), and 3 administrative staff.

The Southern Marin Fire Protection District strives for excellence in performance of their duty and service to the community and the customers they serve. They are committed in finding better ways of protecting the lives and property of the citizens from the ravages of fire and other disasters and devoted in working together for the betterment of the community.

## COMPENSATION & BENEFITS

This is an at-will exempt position. Salary is negotiable and will be dependent on qualifications and experience. The District offers a competitive benefits package including:

- Retirement: Marin County Retirement 3% at 55 for Classic employees; 2.7 % at 57 for new employees or those with a break of more than six months in a reciprocal plan.
- Medical / Dental & Vision Insurance.
- Deferred Compensation: 5% paid by District.
- Holidays: 13 Per Year
- Vacation: Accrual based on years of service from 88-248 per year. Unused vacation may be converted to cash or deferred compensation.
- Administrative Leave: 80 hours annually
- Sick Leave: 8 hours/monthly
- Life Insurance
- Long Term Disability Insurance
- Life/Accidental Death Insurance



## The Deputy Fire Chief

The Deputy Chief reports to the Fire Chief and supervises the administrative and operational functions and activities of the Fire District. The Deputy Fire Chief directly supervises the Battalion Chiefs and administrative support personnel.

Essential duties include, but are not limited to advising on the hiring, layoff, or discharge of employees; evaluating personnel performance on an annual review process of those direct-report employees; participating in formulating and enforcing District rules, procedures, and policies; investigating personnel problems, taking or recommending disciplinary or other action necessary; reviewing personnel placement as they relate to maintaining consistent strength on all shifts and promoting employee development; formulating annual budgets; and overseeing risk management applications of the District to include fire protection standards and safety applications.

The Deputy Fire Chief also oversees administration and maintenance operations; attends emergency incidents of consequence and supports the Incident Commander or takes charge, if necessary; and prepares narrative and statistical reports and responds to correspondence as required.

## The Ideal Candidate

The Southern Marin Fire Protection District is seeking a Deputy Fire Chief with strong leadership and management skills. The ideal candidate will be responsive to the Fire Chief and Board of Directors, and work well with other agencies. A candidate with superior interpersonal skills and the ability to effectively communicate, both verbally and written, with the public, Board members, and other District personnel will be valued.



The ideal candidate will have a thorough understanding of the principles and techniques of Fire District organization and administration; finance and planning; knowledge of methods of fire fighting, fire inspections, and fire prevention; knowledge of laws, ordinances, and codes affecting the work of the Fire District; knowledge of operation and maintenance of the apparatus and equipment used in fire fighting activities; and knowledge of the principles and practices of training fire personnel.

The Fire District seeks candidates with the ability to plan and coordinate the work of the Fire District; the ability to formulate and administer District Policy; and the ability to establish and maintain effective working relationships with governmental officials, employees, and the public. A Bachelor's Degree in a field related to administration or management is preferred. The typical candidate will possess ten years of fire service experience with four years as a Chief Officer.

Chief Officer Candidates must possess or have the ability to acquire a valid California driver's license.

## SOUTHERN MARIN FIRE DISTRICT

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### *OUR MISSION*

The Mission of the Southern Marin Fire District is to contribute to Greater Southern Marin Community's reputation as a safe, friendly, economically thriving community in which to live, work, learn, play and visit.

We achieve our mission by providing the highest quality local and regional community risk reduction, suppression, emergency medical services, rescue, marine response, disaster preparedness and community education services possible within the resources provided to us.

We are professional, proud, compassionate, highly-trained, and committed to utilizing state of the art technology to provide services that meet or exceed the expectations of our community.