



SPOKANE VALLEY FIRE DEPARTMENT, WA

INVITES YOUR INTEREST IN THE POSITION OF

COMMUNITY AFFAIRS MANAGER



THE FIRE DEPARTMENT

Established in 1940, Spokane Valley Fire Department (SFVD) serves the Cities of Spokane Valley, Liberty Lake, Millwood, and parts of unincorporated Spokane County, including the communities of Otis Orchards, Pasadena Park, and the area surrounding Liberty Lake. SVFD provides the following services: Fire Suppression, Emergency Medical Services, Technical Rescue, Vehicle Extrication, Hazardous Materials Response, Swift Water Rescue, Fire Investigations, Fire Prevention, Commercial Property Inspections, CPR and Fire Safety Training.

The Department's service area covers 75 square miles and has a combined population of 125,000. Within the response area there are 43,000 homes, 1 major hospital, 4,500 business, 20 nursing homes, 53 schools, Union Pacific-Burlington-Santa Fe railroad, Interstate 90, and approximately 13 miles of the Spokane River. SVFD has an overall Washington Survey and Rating Bureau (WSRB formerly ISO rating) of 2.

Spokane Valley Fire Department is an Accredited Agency by the Commission on Fire Accreditation International, one of only a handful in the state of Washington. The ongoing Accreditation process promotes excellence and continuous quality improvement that leads to improved service delivery.

The Department has a 2019 budget of \$38.4 million with 10 stations, a Training Center with a burn tower and a Maintenance facility. The Administration Office is located at 2120 N. Wilbur, housing the Prevention Bureau, Chiefs' offices, and support staff. SVFD employs 194 personnel composed of 172 uniformed personnel, 22 civilian employees

THE COMMUNITY

Spokane Valley is located near the eastern border of the state of Washington, with a population of 125,000; Spokane Valley is the 10th largest city in Washington State. Spokane Valley is ranked as the 176th safest of cities across the nation with a population of 75,000 or greater.

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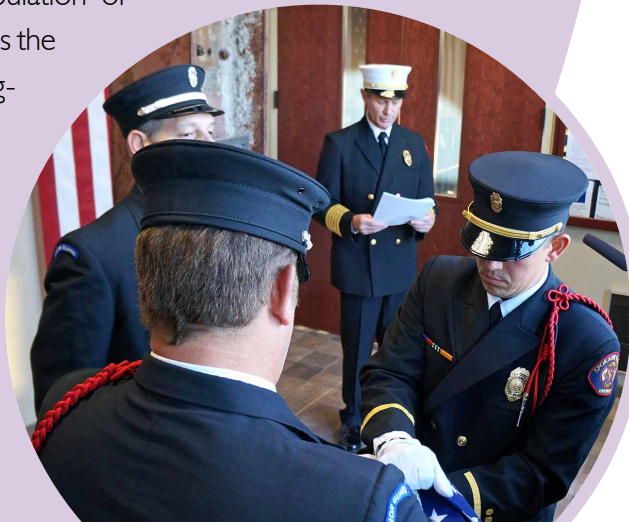
There are many recreational opportunities in and near Spokane Valley, with eleven city parks, three city pools and seven miles of the Centennial Trail. The City prides itself on quality neighborhoods and schools, along with strong business and retail centers. Friendly people, natural surroundings and beautiful weather are part of what make Spokane Valley a favorite destination for visitors from all over the world. With all four seasons represented, we have an abundance of recreation activities. There are four distinct ski resorts, 75 lakes within an hour's drive, and many hiking and biking trails to enjoy.

The City of Spokane Valley is also home to three major public facilities including CenterPlace Regional Event Center, Avista Stadium - home to the Spokane Indians baseball team, and Spokane County Fair and Expo Center, where the community can enjoy a variety of great events.

THE POSITION

Reporting to and receiving general supervision from the Fire Chief, this upper level management position directs the Community Affairs of the Spokane Valley Fire Department which includes Public Information, Governmental Affairs, Public Relations, Media Services, Marketing, and some Public Education. This position has considerable impact on the budget and reputation of the Department.

Essential functions of the position include, but are not limited to:



- Preparing and delivering public presentations to both small and large groups on a wide variety of community services and special interest topics;
- Prepares speeches and talking points at the direction of the Fire Chief.
- Developing and managing the Department's social media platforms;
- Preparing and producing newsletters, pamphlets, brochures, special reports, and other written materials for distribution internally and externally;
- Preparing reports, sitting on internal review committees, and handling special projects and assignments as assigned;
- Leading Public Information Officer (PIO) cadre to ensure 24/7 coverage and communication as well as response to media;
- Developing and managing the divisional budget; and
- Developing and managing the Department website.



THE IDEAL CANDIDATE

The Spokane Valley Fire Department is seeking a dynamic Community Affairs Manager with excellent written and oral communication skills. The selected candidate must maintain an open flow of communication with the public and should foster harmonious, respectful, and effective working relationships among Department staff and outside agencies. Candidates are sought who will enthusiastically support the vision and mission of SVFD and possess the personal qualities of integrity and credibility.

The ideal candidate will work to establish and maintain cooperative associations with representatives of the local media, elected officials, and the public. The incoming Community Affairs Manager should strive to create public information solutions that keep the public informed. Ideally, the Community Affairs Manager will be a communications and outreach professional with the ability and expertise to utilize all forms of press and media to support the Department.

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The incoming Community Affairs Manager must have good planning, organizational, time management, and problem-solving skills, flexibility, and adaptability while maintaining accuracy and attention to detail. Desired candidates are creative, strategic, curious, resilient, and team-oriented professionals with a hands-on and proactive approach.

Candidates with excellent interpersonal skills, strong computer skills, and strong leadership skills are sought. The selected individual will be detail-oriented, solution-oriented, and have a successful track record in communication, marketing, and public relations. In addition to meeting the minimum qualifications listed below, the ideal candidate for this position

will be an experienced public

information professional

who will have also

demonstrated a track

record of success in

the following areas:

knowledge of and

experience with web-

site maintenance using

content management

systems (CMS); knowledge

of the SVFD demographics and

community characteristics; the ability

to conceive, create, and manage

informational campaigns on a variety

of organizational, public safety, financial,

and political topics; knowledge of

various social media tools, including

Facebook, Twitter, Instagram, and

YouTube; and understanding of

fundamental principles of government finance and funding mechanisms, and the ability to communicate such principles in ways understood by the public at large.

At a minimum, candidates must possess a Bachelor's degree in journalism, political science, communications, public relations, marketing, media or a related field and four (4) years of experience in public or community relations, marketing, media, or an equivalent field; a Master's degree is desirable. Successful completion of FEMA G290 Basic PIO Course is preferred. Any combination of education, training, or experience that provides the required knowledge, skills, and abilities to perform essential functions is qualifying.

COMPENSATION

The salary for the incoming Community Affairs Manager is \$88,646 - \$98,496 annually and is dependent upon qualifications. SVFD also offers an attractive benefits package including:

Retirement – Public Employees Retirement System (PERS)

Employer portion 12.83% of wages

Employee portion 7.41% of wages

Medical and Dental Insurance – Provided with some employee participation.

Vacation – 10 hours per month.

Holidays – 96 hours per year.

Bereavement Leave – 40 hours.

Sick Leave – 9 hours per month.

Deferred Compensation – Match of 2.5% of monthly base wage.

Life Insurance – \$50,000.

TO APPLY

If you are interested in this outstanding opportunity, please visit our website at www.bobmurrayassoc.com to apply online.

**Filing Deadline:
February 22, 2019**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. Candidates will be advised of the status of the recruitment following finalists' selection. Finalist interviews will be held with Spokane Valley Fire Department. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval.

If you have any questions, please do not hesitate to call Mr. Regan Williams at:

(916) 784-9080

