



JOB ANNOUNCEMENT

FIRE LIAISON

Open Until Filled

SUMMARY:

The Fire Liaison is the single point of contact for all of the fire agencies that NORCOM serves as it relates to the operational aspects of fire dispatching. The Fire Liaison is granted considerable latitude for independent judgment, initiative, leadership, and resourcefulness. Duties and responsibilities include a wide variety of administrative functions including but not limited to; managing fire related projects, serving as NORCOM's representative at fire related meetings, and the development of NORCOM's policy and procedure, particularly as it relates to fire dispatch operations.

MINIMUM QUALIFICATIONS:

- At least six (6) years of increasingly responsible experience in public safety work including working as part of a police department, fire department, or public safety communications.
- Bachelor's Degree in Business, Public Administration or a related field

OR

- an equivalent combination of education, training, and experience.

DESIRED QUALIFICATIONS:

- Previous Fire Service experience
- Demonstrated experience establishing and maintaining effective relationships with stake holders, government officials, and other communications representatives.
- Previous experience providing effective direction, both orally and in writing, to large groups of people

LICENSES, CERTIFICATIONS and OTHER REQUIREMENTS:

- Valid Washington State driver's license; good driving record
- Project Management and Six Sigma desired

SALARY RANGE: \$83,397 - \$98,109

HIRING & SELECTION PROCESS:

Those candidates whose experience and qualifications most closely fit the requirements of this position will be invited to participate in the selection process. This process may use any or all of the following evaluation and selection elements; resume and letter of interest review, preliminary interview, structured panel interview, final interview.

Candidates should send letter of interest and resume to Roky Louie at rlouie@norcom.org.

NORCOM is an Equal Opportunity Employer and encourages applications from all persons without regard to race, creed, color, national origin, religion, gender, age, marital status, disability, sexual orientation or veteran status. NORCOM provides reasonable accommodation to its employees and the public with disabilities, including disabled veterans. For more information, please contact NORCOM Human Resources.

NOTE: the recruitment process includes Suitability Assessment Report testing, an extensive background and criminal history check, a polygraph test, a psychological examination, several panel interviews, a medical examination (including a physical, an audiogram, and a drug screen), and finger printing.