

Welcome to JEFFERSON COUNTY



WHY APPLY

Jefferson County Fire Protection District #1, dba East Jefferson Fire Rescue (EJFR), is recruiting for their first Finance Director. EJFR lies at the northeast corner of the spectacular Olympic Peninsula in Washington State and offers miles of ocean waterfront and nearby mountain trails. The county seat of Port Townsend is known for its quality of life and as the gateway for the Olympic National Park.

The District has experienced tremendous growth with the recent expansion of their service area to include Port Ludlow and the City of Port Townsend. As a result, the annual budget has grown from \$6M to nearly \$17.9M and staffing levels have doubled from 30 to more than 60 FTEs. The District's Finance Manager is retiring later this year and to meet the needs of the growing District, the position has been upgraded to Finance Director.

Dear Colleague,

GMP Consultants is assisting **East Jefferson Fire Rescue**, WA in finding a **Finance Director**. Perhaps this is the right time in your career to consider this exciting opportunity. If not, would you please pass this on to others who may be interested?

Thank you for your consideration and assistance.

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EAST JEFFERSON FIRE RESCUE

EJFR provides first tier emergency response to incidents involving fire, emergency medical services, motor vehicle accidents, hazardous materials, water rescue, and fulfills other requests for service.

The District serves a population of over 28,000 with a 2024 budget of \$17.9 million and a staffing of 65 FTEs. The 123-square mile service area includes the City of Port Townsend and the unincorporated Jefferson County communities of Cape George, Chimacum, Irondale, Kala Point, Marrowstone Island, Port Hadlock, Paradise Bay, Shine, Bridgehaven, Mats Mats, Swansonville, Beaver Valley, South Point, and Port Ludlow.

The District maintains five fully-staffed fire stations, four volunteer fire stations, and one administrative office. In 2023, EJFR responded to 6,821 calls for service. Administration (non-union positions) include the Fire Chief, Deputy Chief, Assistant Chief, District Secretary/Executive Assistant, Human Resources Manager, Finance Director, and 1.5 Administrative Assistants.

The District is governed by a five-member Board of Fire Commissioners.

THE FINANCE DIRECTOR

Reporting to the Fire Chief, the Finance Director manages and oversees the essential fiscal functions of EJFR and collaborates with other members of the executive team, while performing the duties as the Chief Financial Officer of the District. Primary duties are fiscal in nature to include financial management, auditing, reporting, forecasting, investing, accounting, budgeting as well as ensuring the fiscal health of the District.

The Finance Director serves in a confidential capacity to the Board of Commissioners ("Board") and the Fire Chief. The Director assists the Fire Chief and designees in a confidential capacity within their policy responsibilities - to include the formation of labor relations policy, negotiation of collective bargaining agreements, administration of collective bargaining agreements, and personnel matters.



Job description & benefits at gmphr.com

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Salary Range: **\$120,000 - \$130,000** annually DOQ

First Review Date: **April 28, 2024**

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