



EMPLOYMENT OPPORTUNITY FOR ADMINISTRATIVE SPECIALIST - COMMUNITY RISK REDUCTION

Position Details: This is a full-time, salaried, non-union, at-will, overtime eligible position that reports directly to the Fire Chief.

Start Date: on or around March 3rd, 2025

Salary: Salary \$5,818/month

KCFD7 provides a generous benefit package including:

Medical, Dental, Vision, Basic Life, Deferred Comp, Washington State PERS Retirement, Sick Leave, Holiday and Vacation time.

Opens: January 6th, 2025

Closes: 4:00 PM, January 31st, 2025

To Apply:

Submit all required documents to:

Brenna Whitney – Administrative Specialist, no later than 4:00 PM, January 31st, 2025. Applications must be dropped off, mailed in or email a scanned copy.

Incomplete or Late applications will not be accepted.

Kittitas County Fire District #7
31 Firehouse Road
Cle Elum, WA 98922
bwhitney@kcfcd7.com
509-649-2789

KCFD7 is an Equal Opportunity Employer.

District Profile:

KCFD7 is a combination Fire District in Upper Kittitas County with a response area of 126 square miles. We currently have 16 full time fire fighters, 40+ volunteers. Current strategic initiatives include continuing to upgrade our fleet, facilities, and increase staffing as the budget allows, developing our personnel. We pride ourselves on the service that we deliver to our community.

Minimum Requirements:

- Must be at least 18 years of age.
- Provide proof of eligibility to work in the United States.
- Possession of a valid Washington Driver's License.
- Possession of a high school diploma, G.E.D. equivalency, or a high school proficiency certificate
- Two years of general clerical experience including basic computer and software knowledge
- Must have basic knowledge of personal and home safety, fire safety.

Desired:

- Associate or bachelor's degree in education, Teaching, Public Health, EMS, Fire Science, Safety, or a related field, from a regionally accredited college or university.
- Experience in emergency response and/or firefighting
- Credentialed Public Educator and teaching experience
- EMT or First Responder Certification
- Education and/or involvement in Community Risk Reduction (CRR) planning/activities
- Experience and/or credentials for public outreach and education
- Completion of ICS 100 and 200 courses
- Meet professional qualifications outlined in NFPA 1035 Standard Fire Service Instructor or similar instruction credential

How to Apply:

Qualified candidates may request an application packet by one of the following means:

- By completing and printing the form-fillable application found on our website at www.KCFD7.org
- By requesting an application via email to bwhitney@kdfd7.com
- [By picking up an application packet at 31 Firehouse Road, Cle Elum, WA 98922](#)

Screening & Resume Review:

All applications are screened to determine whether they meet minimum qualifications and requirements. **A resume is required for all applicants. Applications and resumes are reviewed and evaluated as part of the hiring process; be sure to fill out the application carefully and thoroughly.** A resume is **not** a substitute for the completed applications.

Completed applications must be received no later than 4:00 PM, January 31st, 2025, at KCFD7 Headquarters Station, **31 Firehouse Road, Cle Elum, WA 98922**. Applications must be mailed, delivered in person, or scanned and emailed to bwhitney@kdfd7.com.

REQUIRED APPLICATION PACKET CHECKLIST

- **Cover letter with original signature**
- **Completed KCFD7 employment application with original signature**
- **Resume**
- **Copy of current driver's license**
- **Copy of High School Diploma, Equivalent GED or College Transcript.**

The above materials must be included in your application when delivered to KCFD7 by January 31st, 2025, **OR** your application will not move forward in the hiring process.

Testing Process:

- Oral Interviews by invitation: February 7th, 2025, at KCFD7 Station 72 5511 Airport Road
Cle Elum WA Board Conference Room
- Chief's Interviews: February 18th, 2025 at KCFD7 Fire Station 76 31 Firehouse Road, Cle Elum, WA

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