

**Professionally and compassionately helping people**



**PUGET SOUND  
REGIONAL FIRE AUTHORITY**

INTERNATIONALLY ACCREDITED FIRE AGENCY

# Planner

**CAREER OPPORTUNITY**

# RFA GOVERNANCE

Puget Sound Fire is governed by the Regional Fire Authority Board. This Board is comprised of six voting members and three non-voting members. Three members of the Board are appointed from ranks of the Kent City Council, three from the Board of Fire Commissioners for Fire District 37, one non-voting member from the Covington City Council, one non-voting member from the SeaTac City Council, and one non-voting member from Fire District 43. The Board's responsibilities are to oversee the budget and policy decisions and to ensure the department is successful in its mission of protecting our community.

## Department Overview

- 13 Fire Stations
- 3 Battalions
- 350+ full-time employees
- 28,000+ emergency responses in 2020



## THE DEPARTMENT

The Puget Sound RFA is a progressive, diverse, full spectrum life safety agency protecting more than 200,000 citizens. The men and women of Puget Sound Fire are proud to serve their citizens.

Puget Sound RFA is an internationally accredited full-service, all risk fire and rescue department that provides services to the citizens of Covington, Kent, SeaTac, Maple Valley and portions of unincorporated King County. Our workforce is approximately 350 employees and an annual budget of over \$78 million.

Under the leadership of the Community Risk Reduction Division Chief, the Planner will be a member of the Community Risk Reduction team. This team serves the cities of Covington, Kent, SeaTac, Maple Valley and Renton in support of the mission of the fire department in a way that is efficient, effective and fiscally responsible to the communities served.

### CORE VALUES

**Integrity, Innovation, Inclusion and Service**

### MISSION

**To provide effective and sustainable services that meet the needs of a changing community with the resources entrusted to us.**

### VISION

**To be a trusted resource for building safe and healthy communities**

## APPLICATION & SELECTION

Application deadline:  
May 4<sup>th</sup> at 8:00 am

Please apply at:

[www.pugetsoundfire.org](http://www.pugetsoundfire.org)

### SELECTION PROCESS:

Applicants will be reviewed for minimum qualifications.

Successful candidates will be invited to the first-round interviews.

Questions? Please contact Jennifer Zager, HR Specialist at 253-856-4309 or [JZager@pugetsoundfire.org](mailto:JZager@pugetsoundfire.org)



## EDUCATION AND EXPERIENCE REQUIRED:

### MINIMUM REQUIREMENTS:

#### *Education:*

Bachelor's degree in urban or regional planning, or a closely related discipline, such as architecture, geography, engineering, etc.

#### *Experience:*

Six (6) years of professional planning experience

#### *Preferred:*

- Certification by The American Institute of Certified Planners (AICP)

*Or:* In place of the above requirement, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential functions listed above.

## COMPENSATION & BENEFITS

The annual salary range for this position is: \$72,149 to \$108,224 with the following benefits in addition:

- Longevity Pay
- Vacation: 96 hours annually
- Holidays: 12 paid holidays annually
- Sick Leave: an accrual of 10 hours per month of paid sick leave
- Bereavement Leave
- Health insurance: medical, dental and vision plans
- Retirement: PERS (Public Employees Retirement System).
- Deferred Compensation: PSF will contribute 3% of the employee's annual salary
- Life Insurance
- Long Term Disability
- Education Reimbursement & Education Incentive Pay

# THE IDEAL CANDIDATE

## Essential Functions:

- Ensures compliance and documentation appropriate to all relative laws, protocols, policies, and guidelines related to fire service concurrency, land use mitigation, and fire impact fees.
- Acts as liaison between community groups, government agencies, developers, and elected officials regarding sustainment of fire services.
- Represents RFA in comprehensive planning, and relevant land use process development to educate land use authorities on adverse impacts of growth on fire services and works collaboratively as a participant in these processes to ensure adverse impacts of development can be adequately mitigated.
- Coordinates efforts related to producing and maintaining a reliable buildable lands analysis that accurately predicts types of market rate growth and potential population impacts across the RFA's service area.
- Coordinates with PM's Records Management staff to annually update Impact and level of service fee formula's related to service levels delivered to specific land use types.
- Participates in the RFA's capital planning and leads other planning efforts related to mitigation and fire service concurrency.
- Assures all land use approvals are reviewed for adverse impacts; uses all adopted laws, codes, and policies to assure impacts to the RFA's levels of service are adequately mitigated.
- Other duties as assigned.

## KNOWLEDGE OF:

- Modern principles, practices and techniques of current and advanced planning land use, physical design, demographic, environmental, economic, and social concepts as applied to municipal planning.
- Statistical methods and research techniques applicable to the preparation of municipal planning studies.
- Modern use of CAD and Geographic Information System software and interpretation.
- Applicable federal, state, and local laws, codes, ordinances, and regulations related to land use.
- Methods and techniques for record keeping and report preparation.
- Preparing documents utilizing proper English, spelling, grammar, and punctuation.