



UNIFIED FIRE AUTHORITY

MEMORANDUM

25-043

March 10, 2025

TO: All Personnel

FROM: HR Director Day

SUBJECT: Job Announcement – Assistant Fire Chief Administration & Planning

Attached is the internal recruitment notice for the Assistant Fire Chief of Administration & Planning, which also outlines the general selection process.

If you meet the minimum requirements outlined in the job description and are interested in participating in this process, please submit a cover letter and resume via the [ApplicantPro](#) link by March 25, 2025.

Attached is a copy of the Assistant Fire Chief – Administration & Planning Job Announcement, Job Description, and Policy 900-010 Assistant Chief, which provides additional information.

Good luck to all who are planning to participate.

Please let me know if you have any questions.