

INTERNAL RECRUITMENT

# Assistant Fire Chief - Administration & Planning



**Unified Fire Authority**  
Salt Lake, Utah

# The Position

Assistant Chiefs manage a section that oversees multiple divisions and are responsible for performing executive level functions to assist the Fire Chief in the overall administration of the UFA. Assistant Chiefs work closely with other members of Command Staff, the Board of Directors, Municipality and County leadership, Labor, and other private and public partners.

Assistant Chiefs are highly accountable to demonstrating the values adopted by the UFA and striving to meet the adopted expectations of UFA leaders.

The Assistant Chief of Administration and Planning oversees Compliance and Records, Health and Safety, Strategic Planning, Employee Development, Professional Standards, Governmental Affairs, Fire Prevention, and Special Enforcement.

Assistant Chiefs may be assigned to any of the available portfolios at the discretion of the Fire Chief. The configuration of assigned divisions and responsibilities of the various portfolios are also subject to change. Please refer to the attached job description for more information.

The background of this section is a photograph of a fire truck. On the left, there is a large, metallic, rectangular logo with the letters 'UFA' in a bold, sans-serif font. To the right of the logo is a circular, perforated metal component, likely part of the truck's air intake or exhaust system. The overall scene is slightly blurred, focusing attention on the text overlaid on the image.

## OUR MISSION

**To save lives, protect property, and strengthen community relationships with professionalism, courage, and dedication**

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# Principal Responsibilities

The following list describes several of the essential functions of this position. This list may be supplemented as necessary:

- Provides leadership and supervision in emergency and non-emergency conditions what will enable personnel to be successful in their assigned role through training, teamwork, appropriate strategy and personnel development. This may also be accomplished by mentoring, coaching, counseling, performance appraisals, and discipline.
- Provides management of their respective Section to ensure the business and mission of UFA is accomplished effectively. This includes but is not limited to staffing, payroll, investigations, reports, response area coverage, project/program oversight, resolution of complaints/issues and budget administration.
- May serve as a UFA liaison to a city, community group, or major patron served by the UFA. Meets with City/County Councils, Mayors and other Elected Officials as well as the public or allied agencies to answer questions, make presentations and proposals and conduct other UFA business.
- Assists the Fire Chief in formulating rules, policies and procedures.
- Develops and recommends organizational goals, plans and objectives and delegates authority and responsibility to meet the goals and objectives within their assigned Section.
- Makes reports to the Fire Chief and the UFA Board on the effectiveness and efficiency of division and department operations.
- Chairs, or functions as a member of, various committees or working groups.
- Works cooperatively with the recognized employee organization on various joint projects, committees, and other aspects of organizational development.
- Evaluates community needs; recommends modification of departmental operations to meet new or changed needs.
- Oversees and implements contracts for services as required within the Section.
- Represents UFA in media and public relation opportunities, plans and implements community events.
- Represents the Fire Chief in various departmental and public forums as requested, may serve as Acting Chief in the absence of the Fire Chief.
- Performs other duties of a similar nature or level.



# Leadership Competencies

The following competencies are based on the Korn Ferry FYI – Leadership Architect Competency modeling. While most of the skills will improve the success of the Assistant Chief meeting the expectations of the position, the Board of Directors has selected the following as the most critical:

- **Manages Complexity:** Making sense of complex, high quantity and sometimes contradictory information to effectively solve problems
- **Strategic Mindset:** Seeing ahead to future possibilities and translating them into breakthrough strategies
- **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives.
- **Manages Conflict:** Handling conflict situations effectively, with a minimum of noise.
- **Builds Effective Teams:** Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals
- **Ensures Accountability:** Holding self and others accountable to meet commitments
- **Communicates Effectively:** Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences
- **Drives Vision and Purpose:** Painting a compelling picture of the vision and strategy that motivates others to action
- **Courage:** Stepping up to address difficult issues, saying what needs to be said
- **Instills Trust:** Gaining the confidence and trust of others through honesty, integrity, and authenticity



# OUR VALUES

**Integrity - Professionalism**  
**Respect - Accountability - Teamwork**  
**Dedication - Courage**

## Salary and Benefits

- Salary: \$190,190
  - Plus any wage increases approved through the Budget Process each fiscal year
- Assistant Chief receive normal UFA benefits and accrue vacation hours at the highest tier established for full-time merit employees (16 hours per month)
- The Assistant Chief position is FLSA-exempt, At-Will, Executive Staff employee

## Requirements

### Minimum

- Valid Driver License
- One (1) year as a UFA Chief Officer, also currently serving as UFA Battalion Chief, UFA Division Chief, sworn UFA Fire Marshal, sworn UFA Emergency Management Director or UFA Operations Chief
- Ten (10) years in a UFA firefighter position with a Bachelor's degree (or higher)  
or
- Fourteen (14) years in a UFA firefighter position with an Associate degree

### Desirable

- UFA Operational Battalion Chief experience
- Master's degree
- Center for Public Safety Excellence Certified Chief Fire Officer
- Fire Academy Executive Officer Program Graduate
- NFPA Fire Officer III & IV

# Selection Process

- **March 10 - 25:**
  - Submit a cover letter and resume via [ApplicantPro](#) by March 25, 2025. The cover letter and resume should demonstrate the candidate's interest and preparedness for the role.
  - If it is necessary to screen down the number of candidates to a lesser number, this will be done based on a review of the candidates' resume and cover letter.
- **March 31 - April 10: Leadership Promotional Survey**
  - The Leadership Promotional Survey will be conducted for candidates moving on in the process until April 10, 2025, with results available by April 12, 2025.
  - The results will be used during the interview.
- **March 31 - April 10: Paper**
  - Candidates should submit their paper to HR Director Day by 5 p.m. on Thursday, April 10, 2025.
  - The paper should include the following:
    - The candidates' thoughts on the Assistant Chief role in the organization
    - The candidates' strengths and weaknesses in meeting the expectations of the position
    - An assessment of the strengths, weaknesses, opportunities, and challenges (SWOC Analysis) facing Unified Fire Authority now and in the next five years
    - The paper should be no more than seven (7) pages. The intended audience will be members of Command Staff, external evaluators, and other process evaluators
- **April 22: Interview and Presentation**
  - Candidates will deliver a 30-minute presentation to members from Command Staff, General Staff, and leadership of Local 1696.
  - At the minimum, the presentation should address the findings provided in the candidates' paper
  - An additional 20 minutes will be available for question and answer after the presentation.
  - An interview with the Fire Chief, Assistant Chiefs, external evaluators, and a member of Local 1696 leadership
- **Final Selection**
  - This process is advisory to the Fire Chief. He will consider all qualified applicants for the position and will provide feedback to all who compete in the process. No register is created from this process.
  - While the Fire Chief will strive to select an individual from among the internal applicants, if the right candidate is not found internally, the Fire Chief may choose to fill this vacancy from outside the organization.

Timelines and process may be subject to change due to unforeseen circumstances.

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