



UNIFIED FIRE AUTHORITY

MEMORANDUM

26-009

January 21, 2026

TO: All Personnel

FROM: HR Director Day

SUBJECT: Job Announcement – EM Planning Officer (Staff Captain)

Unified Fire Authority is announcing an internal recruitment for the position of Emergency Management Planning Officer/Staff Captain.

If you meet the minimum qualifications outlined in the attached job description and are interested in applying, please submit a cover letter and resume online at <https://unifiedfire.applicantpro.com/internaljobs> by Thursday, February 5, 2026. Documents will be reviewed following the closing date. Candidates selected to move to the next step of the process will be provided with additional information.

If you have any questions about the process, don't hesitate to contact Kiley Day at (801) 743-7124 or at kday@unifiedfireut.gov. If you have questions about the position, please contact EM Director Behunin at tbehunin@unifiedfireut.gov or at (801) 783-9284.