SOUTH KING FIRE & RESCUE

www.southkingfire.org

South King Fire & Rescue
JOB ANNOUNCEMENT

POSITION TITLE: **PROGRAM MANAGER - WORKFORCE & EQUITY DEVELOPMENT**

CLASSIFICATION: **Non-Represented / FLSA Exempt**

OPEN DATE: **April 18, 2022**
CLOSE DATE: **May 9, 2022**

South King Fire & Rescue (SKFR) proudly serves the communities of Federal Way and Des Moines, WA with quality fire and emergency medical services. SKFR currently seeks qualified candidates to interview for a NEW and exciting position of: Program Manager – Workforce & Equity Development. The desired candidate will possess demonstrated skills in leading Diversity, Equity & Inclusion initiatives and programs that build collaboration and effective relationships within the SKFR organization and the community we serve.

Full details of the position are described in the enclosed job description that accompanies this job announcement.

APPLICATION PROCESS & DEADLINE:

Candidates must follow all instructions and complete all application materials to be considered for employment. Materials may be downloaded from our website at www.southkingfire.org. Completed application materials include:

*Cover Letter
*SKFR Employment Application
*Supplemental Questionnaire
*Resume that includes a detailed work history
*Copies of Degrees, Professional Certificates or other related professional affiliations

All Application Materials must be returned by Monday, May 9, 2022 to one of the following:

Via E-Mail: HR@southkingfire.org

Via US Mail: South King Fire & Rescue, Human Resources
31617 1st Ave So. Federal Way, WA 98003

HIRING PROCESS SCHEDULE:

- Selected candidates will be contacted for interviews prior to or after the closing deadline.
- Interviews will be held on May 16 & 17, 2022 in person at the South King Fire & Rescue Headquarters at Station 62. (Address and directions are below.)

- Final candidate will be extended a conditional offer of employment, pending a reference and criminal background check, credit check and illegal drug screening.
- Estimated hire date is June 6, 2022.

SALARY AND BENEFITS PACKAGE:

Beginning Salary Range is $86,000 - $94,000 per year / or dependent on experience

Benefits package consists of the following:

• Medical, RX and Vision coverage - 100% premiums paid for employee and family dependents

• Dental coverage - 100% premiums paid for employee and family dependents

• Life Insurance – 100% premiums paid for Employee

• Long Term Disability Insurance - 100% premiums paid for Employee

• Pension plan under PERS Washington State Dept. of Retirement Systems

• 457 Deferred Compensation Plan with Employer Contribution

• Paid Sick Leave, Vacation and Holidays

ADDITIONAL INFORMATION:

Applicants must complete all requested application materials to be considered for employment.

For additional assistance contact HR Director Mary Stevens at Phone: (253) 946-7255
or Email: HR@southkingfir.org.

Interview Location - South King Fire & Rescue Station 62 Headquarters

Address:
31617 1st Ave. So.
Federal Way, WA 98003

Directions from Interstate 5, North or South:

- Take Exit 143, which is So. 320th Street in Federal Way
- Head West on 320th Street for approximately 1.8 miles
- Turn right on 1st Ave So.
- After a short distance you will see a yellow city sign on the right side of the road, with a fire truck on it. South King Fire & Rescue is on the left side of the street. Turn left into the parking lot. The Administrative entrance will be on your right.

South King Fire & Rescue is proud to serve the communities of King County Washington and embrace the values and legacy of its namesake, after Dr. Martin Luther King Jr. All hiring is conducted in accordance with the Federal Title VII Civil Rights Act, the Equal Employment Opportunity Commission (EEOC) and Washington State laws that prohibit discrimination on the basis of race, color, sex, creed, ethnic background, national origin, ancestry, religion, age, marital status, sexual orientation and/or gender identity, pregnancy, disabilities which can be reasonably accommodated, veteran status, and all other statuses protected by state, local and federal laws against discrimination.

We invite you to tour our website at www.southkingfire.org to learn more about our Fire Department's mission and values. Best of luck to all that apply!