



**Williamson County Emergency Services District No. 5**  
**P.O. Box 88 Jarrell, Texas 76537**  
*"Serving Northern Williamson County, Texas"*



**Position of Fire Chief Job Opening**

**About the District**

The Williamson County Emergency Services District No. 5 Fire Department (District) provides fire, rescue, and first responder medical services for a coverage area of 75 square miles in North Williamson County Texas, which includes the city of Jarrell. The District is experiencing rapid growth as it is dissected by the Interstate 35 corridor and near the Austin Metro area. The District is currently covering the response area out of one station with the second station under construction, and property has been obtained in planning for the third station. The District currently maintains 15 total frontline firefighters, 5 per shift, with the expectation of hiring approximately 9 more firefighters upon completion of the second fire station. In addition, the District command and support staff includes, a Fire Marshal/Deputy Chief, an Operations Captain, a civilian office manager/bookkeeper, and the Fire Chief. The District is a full career department and shift employees work a 48/96 schedule.

The District is funded through collection of ad valorem property taxes and a District sales tax in areas outside city limits. The District is governed by a 5-member Board of Commissioners that meets monthly to ensure proper fiscal oversight of taxpayer funds.

**Expectations**

Candidates should have experience in managing a fire department budget and have extensive knowledge of all-risk fire and other emergency services to include wildfire urban interface, program design, planning, management, and training. In addition, the ideal candidate must be committed and skilled at employee and leadership development.

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Effective communication and strong collaboration, negotiation, and team-building skills are necessary for this individual to be successful; advanced written and oral communication skills are imperative. The ability to make organizational changes that improve the operational effectiveness of the department is also required.

The preferred candidate should possess visionary leadership and display excellent managerial ability, strategic planning, and decision-making skills. The ideal candidate must exhibit strong relationship-building skills with the District's Commissioners, City Management team, City Council, and throughout the community, and must adhere to the highest ethical and moral standards and display transparency in all deeds and actions.

### **About the Position**

The Fire Chief is a full-time, exempt, "at will" position. Due to the nature of first responder operations and needs of the District, actual hours worked may vary. The Fire Chief will be appointed by, take direction from, and report to the District's Board of Commissioners or their designated appointee, and maintain a professional appearance, attitude, and working environment for the District at all times.

The Fire Chief will assume management duties for:

- directing, managing, and overseeing the activities of the District as directed by the Board of Commissioners;
- strategic planning, governmental purchasing, budget development and management and oversight of all operations.
- overseeing the administrative activities of the District's contract service provider(s), fire suppression and other emergency response; fire prevention and public outreach; and the coordination of fire response and with neighboring departments, other Districts, Williamson and Bell Counties, and the State of Texas;
- representing the Fire Department and the District to the community, to include attending community meetings, fund raisers, and other events, and preparing newsletters and similar publications.
- directs, coordinates, and organizes the Fire Department to ensure effective, and efficient service delivery in compliance with federal and state laws and regulations.
- leads planning ensuring the District is meeting current and future needs.

### **Qualifications:**

- Qualified candidates will possess an associate degree in Public Administration, Fire Science, Business Administration, or other applicable degree (bachelor's degree preferred).
  - Executive Fire Officer (EFO) or its equivalent and experience with Emergency Services Districts form of government is preferred.
  - Candidates must have a minimum of five (5) years of experience as a Fire Chief, Assistant/ Deputy Fire Chief, or applicable fire management/ administrative experience
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**Minimum Certifications**

- Advanced Firefighter
- Fire Officer III
- Fire Instructor I
- Inspector II and Plans Examiner
- TDSH EMT-B
- NIMS 300 & 400

The District will provide a competitive salary starting at \$110,000 - \$135,000 dependent on experience and qualifications. The application period shall begin on January 1, 2022 and will close February 28, 2022. The most qualified candidates will receive an invitation to a personal interview with the District's Board of Commissioners or their designee. The District anticipates a start date for the position to be within four weeks of acceptance of a conditional job offer.

Individuals interested in applying for this position should submit a resume and cover letter to [admin@wilcoesd5.org](mailto:admin@wilcoesd5.org)

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