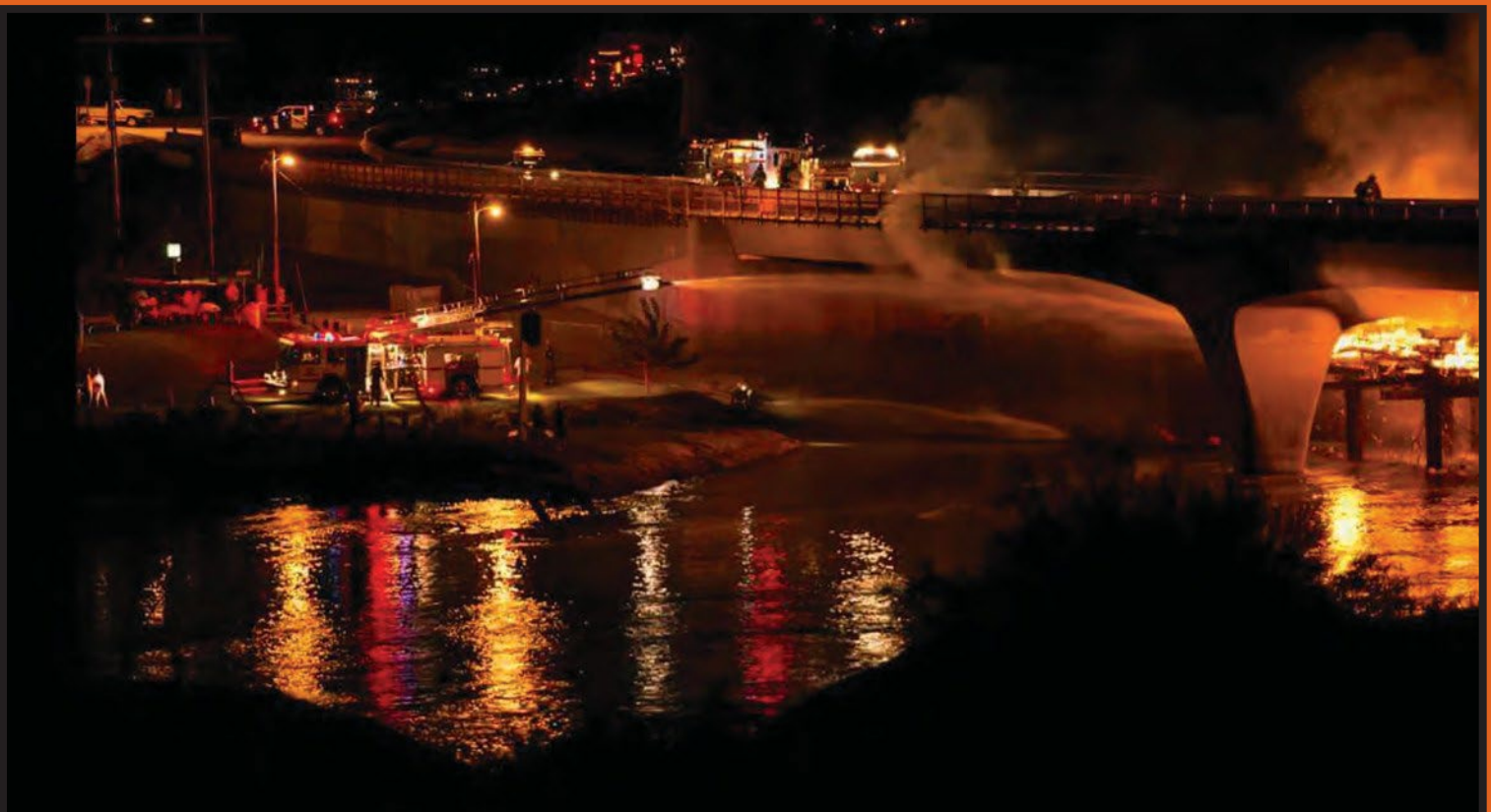


Buckskin Fire District
FIRE CHIEF



THE COMMUNITY

Serving an area north of Parker, Arizona known as the “Parker Strip” stretching approximately 14 miles along the Colorado River, the Buckskin Fire District serves 3200 full-time permanent residents in an 8.4 square mile area. The beautiful winter climate brings a large influx of seasonal winter residents while the allure of the Colorado River brings thousands of summer water-enthusiasts, thereby increasing the population to up to 50,000 people at high-peak times. The BFD has a distinct blend of rural residential areas, along with RV parks with seasonal population fluctuation, and intermixed with retail and commercial areas.

Situated along the river in an arid desert climate, the area offers diverse recreational programs and many parks, trails and recreational facilities. Outdoor enthusiasts enjoy river rafting, water skiing, fishing, camping, golfing, and hiking along the vast expanse of trails in and around the region. Other sightseeing adventures in the nearby community of Parker include museums, art galleries, state parks, sporting events and festivals.

THE DISTRICT

Operating out of two fire stations, the District provides fire protection and emergency medical services, water and dive rescue, tactical rope rescue, public education and fire prevention. Currently deploying normal daily operational staffing of 4 personnel, the District responds to approximately 800 calls per year. The apparatus fleet includes three Type 1 engines, a Type 6 engine, two tenders, one command vehicle, one utility rescue vehicle and a fire boat.

A career department, Buckskin Fire District currently employs 13 full-time highly qualified and loyal individuals, along with a group of reserves. With a current budget of \$3.5M, the District is primarily financed by property taxes assessed to 5500 parcels within the District, as well as by fee for service contracts and wildland contract revenues. Additionally, the District currently has an IGA agreement to provide administrative/financial oversight to the neighboring Parker Fire District, which runs an additional 700 calls per year.

THE ORGANIZATIONAL STRUCTURE

Recognized by the State of Arizona as a special taxing district, BFD is governed by a five-person Board of Directors elected by the public. With preparation and guidance by the Fire Chief, the Fire Board approves the annual budget and establishes policy, which the Fire Chief is responsible for implementing and administering. Reporting directly to the Fire Board, the Fire Chief has direct supervision of three Captains and an Office Administrator, and indirect supervision of all other District employees.

STRATEGIC PRIORITIES

It is the desire of the Fire Board to work collaboratively with the new Fire Chief and members of staff to develop a Strategic Plan and identify key strategic priorities that will steer the efforts of the District in meeting the ever-changing needs of the public we serve. Some of the potential priorities for the future include:

- Develop a working partnership with the Fire Board to ensure that there is a careful balance in meeting the needs of the community and the needs of the department
- Ensure adequate funding to support increasing demand for service.
- Explore and develop partnerships that will enhance growth and development
- Seek out and evaluate potential revenue sources that will provide stable and sustainable funds for the District
- Support employees and strengthen the organization through proactive career development, training, and growth opportunities.



THE IDEAL CANDIDATE

The ideal candidate for the position of Fire Chief shall have a proven track record for providing competent and practical leadership in a fire department that values innovation and diversity. He/she will possess strong communication skills, decision making abilities, and the desire and vision to shape the culture of the organization. The chosen candidate will be focused on high standards of public service and will embrace developing and maintaining relationships both within the organization and the community we serve. This strong and innovative leader will bring significant fiscal management skills, including long term budget planning at various cycles of organizational growth.

Minimum Qualifications:

- Associate's degree in Fire Science, Business Administration or other related fields. **Experience may be considered as a substitute for education.
- Ten years of Fire/EMS experience, including at least five years in Fire/EMS operational/administrative management
- Demonstrated ability in the development and management of budgets, preferably in a governmental setting

Preferred Qualifications:

- Bachelor's degree from an accredited university or college in Fire Science, Public Administration, Business Administration, Political Science or other related fields
- Executive Fire Officer (EFO) or Chief Fire Officer (CFO) designation
- Current EMT or CEP certification
- Experience as a Chief Officer

Desired Professional Characteristics:

- Demonstrates ability to delegate, trusting employees to accomplish goals and ensuring accountability
- Demonstrates business acumen, reflecting a clear understanding of the financial and operational concepts of the District
- Demonstrates organizational and political savvy; recognizes and understands organizational politics and working within organizational dynamics to accomplish goals
- Values and promotes competency and employee development through active training and mentoring
- Displays a strong leadership and command presence that garners respect
- Exhibits resourcefulness and innovation, thinks outside the box
- Possesses strong people skills, and is a highly engaged manager
- Actively promotes and listens to input from others from every stratum of the organization
- Demonstrates strong planning and organizational skills through anticipating priorities and needs and defining goals and objectives

Desired Personal Characteristics:

- Integrity
- High ethical standards
- Transparency; readily builds trust and establishes credibility
- Winning attitude; passion for excellence
- Accessible and approachable
- Motivated; self-driven to achieve results
- Professionalism, even in the face of adversity
- Resilience



COMPENSATION AND BENEFITS

The Buckskin Fire District is committed to providing a highly competitive compensation and benefits package.

Salary Range: \$110,000 - \$135,000

The BFD offers a full benefit package including 11 paid holidays, 2 personal days, paid vacation and sick leave, medical, dental and vision insurance, uniform allowance, long term disability and AD&D insurance, and participation in the Arizona Public Safety Personnel Retirement System (may negotiate a 401 or 457 if previously retired). Flexible work schedule.

APPLICATION PROCESS

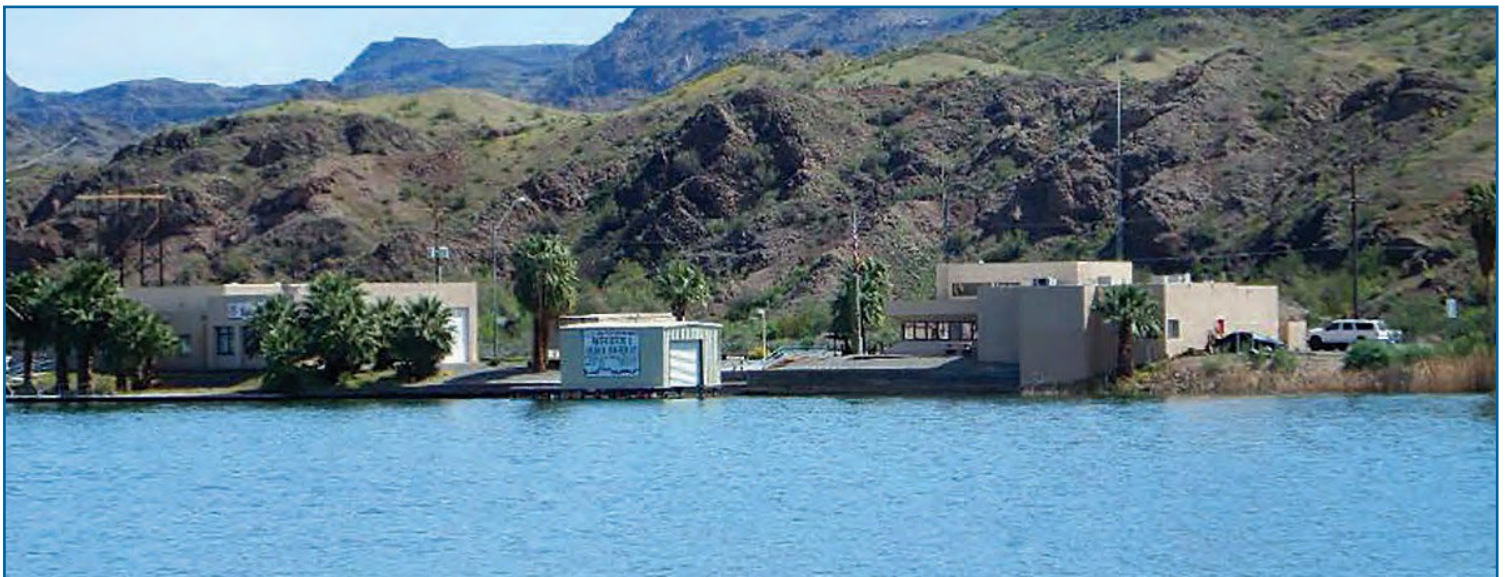
Interested applicants shall submit a cover letter, resume, completed application form, and the completed supplemental questionnaire to:

Barbara Cole
Buckskin Fire District
barbarac.bfd@gmail.com

Questions may be directed either by phone (928-667-3321, option 2) or email to above.

Completed application packets must be received no later than 1700 hours on **JANUARY 9, 2026**. Following the closing date, all application packets will be reviewed based upon the qualifications and criteria outlined in this information packet. Those candidates that the District determines to be best qualified will be invited to participate in a one possibly two-day assessment center to be held in **FEBRUARY** for an anticipated **FEBRUARY 2026** hire date.

The successful candidate will be subject to a pre-employment physical examination, drug screen, fingerprinting, reference checks, and criminal and motor vehicle background reviews.



BUCKSKIN FIRE DISTRICT

JOB DESCRIPTION: FIRECHIEF

POSITION SUMMARY

The Fire Chief serves as the chief operating officer of the Buckskin Fire District, providing the knowledge, skills, and leadership for the Operations and Administrative Divisions of the department. The Fire Chief is ultimately responsible, directly or through the supervision of other personnel, for all operations and administration of the department. The Fire Chief represents the department in a variety of positions within the community to promote public understanding and support of Fire/EMS services throughout the area. Teamwork, service and respect for diversity are priorities when working for the Buckskin Fire Department.

SUPERVISION RECEIVED

The Fire Chief works under the general guidance and direction of the Buckskin Fire Department Board of Directors.

SUPERVISION EXERCISED

The Fire Chief is responsible for direct supervision of three Fire Captains and the Office Administrator, and indirect supervision of all other employees. The Fire Chief shall carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include overseeing interviewing, hiring, training employees, planning, assigning, and directing work, appraising performance, rewarding and coaching employees, addressing complaints and resolving problems.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Provides leadership and guidance to assigned personnel to ensure appropriate accomplishment of duties and goals.
- Ensures District staffing levels and all assigned personnel, apparatus and equipment are ready for duty at all times.
- Responds to emergency scenes as needed, and assumes command when appropriate, using established incident command procedures.
- Ensures appropriate emergency response in accordance with pre-established interagency agreements.
- Oversees and/or participates in the development and implementation of training policies and procedures to assure performance standards and quality assurance.
- Develops, directs, informs, and enforces BFD policies as adopted by the Board; formulates procedures consistent with Board direction for the effective operation and administration of the department.
- Maintains harmonious working relationships between all department employees.
- Develops, administers, and effectively manages the operating and capital budgets of the District within the tax levy rate.
- Ensures sufficient materials, information, and staff are available for budget preparation and presentation.
- Develops, in conjunction with the Board and staff, a strategic plan, which is updated annually.
- Develop, in conjunction with the management team, the appropriate tactics to achieve the goals and objectives of the strategic plan.
- Procures, maintains, and manages all fire department assets.
- Prepares the department to meet all training needs.
- Evaluates and reviews the performance of assigned staff.
- Evaluates and reviews the performance of the overall organization.
- Maintains personal and department community involvement, as well as encourages individual employees to actively participate in community activities not directly related to BFD.
- Supports, coordinates, and interfaces with all officers of the department.
- Prepares and presents a monthly report at the Fire Board meeting, as well as a written annual report including significant activities, outstanding achievements, specific goals or major tasks achieved, and upcoming events and challenges.
- Analyzes grant opportunities and other programs available to the department through governmental and private sources.
- Conducts, attends, and interacts in meetings with BFD personnel, public agencies, and the public.
- Manage outside consultants.
- Oversee major projects on behalf of the department.
- Reviews various materials for compliance with BFD policies, state and federal laws and regulations.
- Maintains authorized staffing levels.
- Ensure necessary safety procedures are in place and followed by all department personnel.
- Maintains competency in current operational procedures and keeps abreast of current trends in modern fire service management.
- Maintains professional education and interaction at meetings and conferences to keep abreast of changes in requirements which affect the department and current trends in the fire/EMS field.
- Maintains positive relationships with elected or appointed officials, other Fire/EMS officials, community and business representatives, and the public on all aspects of the department's activities.

- Represents the BFD at local, state and national level governments and professional organizations including establishing and maintaining effective working relationships with elected officials, municipal department heads, media, business/professional groups, and the general public.
- Maintains positive working relationships with BFD employees.

MINIMUM QUALIFICATIONS:

- Associate's degree in Fire Science, Business Administration or other related field;
- Ten (10) years of experience, including at least five years in Fire/EMS operational/administrative management
- Prior experience in preparation and administration of budgets in excess of one million dollars.
- Valid Arizona Driver's License
- Speak, read, and write the English language
- Meet BFD physical standards
- Meeting insurability requirements of the department's insurance carrier
- Primary residency within La Paz County is preferred. The Board may consider primary residency withing 30-minute response time, (under normal driving conditions) to the District boundaries within six months of employment; if primary residency is not feasible during the initial six months of employment, the position will require residency that readily allows for active involvement in and accessibility to the community, with the planned goal of meeting the residency requirement within the six-month time period.

PREFERRED QUALIFICATIONS:

- Bachelors' Degree in Fire Science, Public Administration, Business Administration or other related field
- Chief Officer experience
- Chief Fire Officer (CFO) or Executive Fire Officer (EFO) designation
- Current EMT or CEP certification



KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of...

- Practices, regulations, methods, and equipment used in EMS, Command, Fire Suppression, and Fire Codes, according to NFPA, regional, state, and federal standards.
- Federal, state, and local laws, rules and regulations as they pertain to department activities.
- Management principles regarding fire department administration.
- Budgeting and financial reporting
- Human resource management

Thorough knowledge of...

- Training techniques related to Fire/EMS.
- Fire suppression techniques and equipment
- BFD operations, policies and procedures, goals, and standards
- All department vehicle and equipment capabilities and vehicle and power tool mechanics and operations

Ability to...

- Lead, motivate, train, coordinate, and delegate.
- Provide leadership to career employees.
- Analyze data, create plans, and develop budgets.
- Rapidly make critical decisions under emergency conditions.
- Write, communicate, and report in descriptive detail.
- Act as liaison and foster positive community and governmental interactions.
- Delegate and organize multiple changing responsibilities.
- Prioritize work to meet goals and objectives within acceptable time frames.
- Plan, evaluate, assign, and coordinate activities performed by the department employees.
- Prepare technical and administrative reports.
- Work with others in a high-pressure situation.
- Approach problem-solving as an innovative process.
- Provide general leadership to BFD personnel
- Prepare and maintain accurate, orderly reports and records
- Effectively supervise individuals
- Effectively communicate, both verbally and in writing
- Handle the arduous physical requirements of the job under stressful and adverse conditions
- Appropriately handle sensitive and/or confidential information
- Plan, assign, and direct the work of subordinates in emergency conditions and routine work
- Analyze situations quickly and correctly and make sound decisions in managing emergency situations
- Work effectively as the leader of the management team.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by all personnel to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform the essential functions. While performing the duties of this job, personnel are frequently required to stand, sit, walk, talk, hear, use hands to finger, handle or operate objects, tools or controls, and reach with hands and arms. Personnel are occasionally required to climb or balance, stoop, kneel, crouch, crawl, and smell. Personnel must be able to occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environmental characteristics described here are representative of those personnel encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in an office, vehicle or outdoor setting in all weather conditions, including temperature extremes. Work is often performed in an emergency and stressful situations. Personnel are exposed to sirens and hazards associated with fighting fires and rendering emergency medical assistance, including infectious substances, smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. Personnel occasionally work near moving mechanical parts and in high, precarious places and are occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock and vibration. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and member and is subject to change by the employer as the needs of the employer and Requirements of the job change.

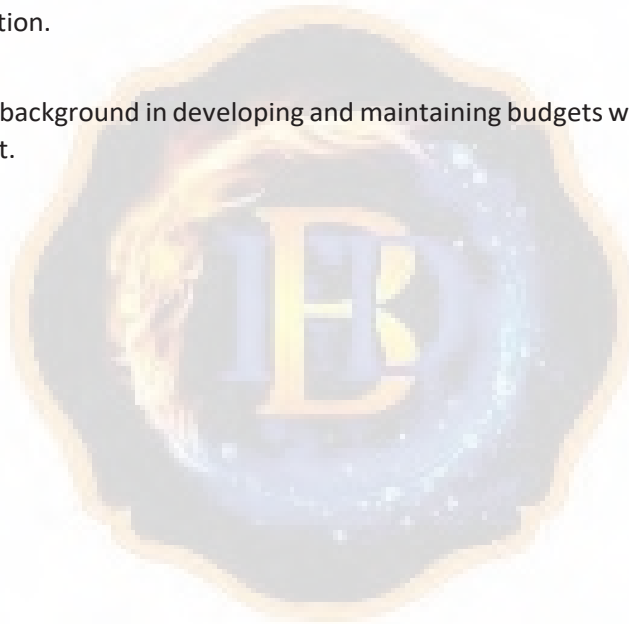


BUCKSKIN FIRE DISTRICT

FIRE CHIEF APPLICATION SUPPLEMENTAL QUESTIONNAIRE

Please supplement your application packet with responses to the following questions. Your responses should not exceed a total of four typed pages.

1. Please give an overview of your current or most recent position and scope of responsibilities, along with an overview of the organization itself (i.e., population served, annual budget, number of employees, number of stations, annual call volume, etc.)
2. Given the size of the Buckskin Fire District, the position of Fire Chief is a hybrid of both administrative/management duties and emergency response command. Please provide an overview of your experience in each of these areas.
3. Please explain your experience/involvement in development of policies, procedures, ANS standard operating guidelines within your organization.
4. Please give an overview of your background in developing and maintaining budgets within your department, including the size and scope of the budget.





BUCKSKIN FIRE DISTRICT

8500 RIVERSIDE DRIVE
PARKER ARIZONA, 85344
Phone: (928) 667-3321

EMPLOYMENT APPLICATION

PLEASE PRINT

DATE: ____ / ____ / ____

NAME: LAST: _____ FIRST: _____ MIDDLE: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

MAILING ADDRESS: _____
(IF DIFFERENT THAN ABOVE)

PHONE (HOME): () _____ PHONE (CELL): () _____

ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES ? ____ YES ____ NO

DO YOU POSSESS A VALID DRIVER'S LICENSE? ____ YES ____ NO STATE: _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? ☐ YES ☐ NO

DATE OF ARREST: ____ / ____ / ____ STATE: _____ DESCRIPTION OF CHARGE(S): _____

HAVE YOU EVER BEEN DISCHARGED FROM EMPLOYMENT OR RESIGNED IN LIEU OF TERMINATION?

☐ YES ☐ NO

IF YES EXPLAIN: _____

EDUCATION & TRAINING

SCHOOL NAME (High School/College/Trade)	LOCATION	YEARS ATTENDED	COURSE	GRADUATED

MILITARY SERVICE

MILITARY SERVICE: ☐ YES ☐ NO BRANCH: _____ DATE OF ENTRY: ____ / ____ / ____

RANK: _____ DISCHARGE: DATE: ____ / ____ / ____ TYPE: _____

LIST ANY FIRE SERVICE WORK EXPERIENCE

	DATE
1. _____	____ / ____ / ____
2. _____	____ / ____ / ____
3. _____	____ / ____ / ____
4. _____	____ / ____ / ____
5. _____	____ / ____ / ____

CLASSES OR TRADE SCHOOLS

	DATE
1. _____	____ / ____ / ____
2. _____	____ / ____ / ____
3. _____	____ / ____ / ____
4. _____	____ / ____ / ____
5. _____	____ / ____ / ____

LIST HOBBIES AND SPECIAL ABILITIES

1. _____
2. _____
3. _____
4. _____
5. _____

Please complete the following questionnaire.

1.	Will you be at least 18 years old on or before August 1, 2008?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	Are you legally authorized to work in the United States?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3.	Can you speak, read and write the English Language?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4.	Do you speak any other languages? If Yes, please specify_____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5.	Do you have a valid AZ motor vehicle operator's license?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6.	Are you a high school graduate (Diploma or GED)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
7.	Do you have AZ Fire Fighter I & II Certificates?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
8.	Do you have Fire Fighter I & II Certificates or equivalent from another State? If yes; please specify	<input type="checkbox"/> YES	<input type="checkbox"/> NO
9.	Do you have current AZ EMT certification?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
10.	Do you hold an EMT certificate from another state? If Yes, please specify state	<input type="checkbox"/> YES	<input type="checkbox"/> NO
11.	Do you have current AZ Paramedic certification?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
12.	Are you a certified Open Water Diver?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
13.	Do you reside in the Buckskin Fire District?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
14.	Do you reside within 25 miles of the Buckskin Fire District?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
15.	Do you reside within 50 miles of the Buckskin Fire District?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
16.	Will you submit to a pre-employment background investigation requiring a fingerprint check by AZ DPS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
17.	Will you submit to a pre-employment physical examination by the fire department's designated physician?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
18.	If considered to be a qualified candidate, do you understand and agree to participate in a physical ability test, written exam, oral interview; as part of the employment selection process?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

PLEASE READ CAREFULLY:

I agree to submit to a post-offer, pre-employment physical examination, including a drug screen, to be conducted by the physician as designated by the Buckskin Fire District, at the expense of the Buckskin Fire District. I understand that I must successfully pass the pre-employment physical before acceptance for employment. I also agree that in the event that I should be employed by the Buckskin Fire District, I will submit to further examinations when requested by the Buckskin Fire District. In the event of my employment, I agree to abide by all present and subsequently issued rules and regulations of the Buckskin Fire District. I authorize all previous employers to furnish the Buckskin Fire District with my records; reasons for leaving, and all information that they may have concerning me, and I hereby release my past employers and the Buckskin Fire District from all liability for any damage whatsoever arising there from. I also authorize investigation of all statements in this application. I understand that in the event of my employment by the Buckskin Fire District, I shall be subject to dismissal should any of the information given in this application be false or if I have failed to give any material information herein requested.

I hereby certify that I am an applicant for employment with the Buckskin Fire District, and that all the statements above are true and correct to the best of my knowledge and belief.

Signature

Date

Printed Name

BUCKSKIN FIRE DISTRICT

AUTHORIZATION TO VERIFY EMPLOYMENT RECORDS AND BACKGROUND INVESTIGATION

TO WHOM IT MAY CONCERN:

I HEREBY AUTHORIZE AND REQUEST ANY CURRENT OR FORMER EMPLOYER OR OTHER PERSON HAVING PERSONAL KNOWLEDGE ABOUT ME, TO FURNISH THE BUCKSKIN FIRE DISTRICT WITH ANY AND ALL INFORMATION IN THEIR POSSESSION REGARDING ME IN CONNECTION WITH AN APPLICATION FOR EMPLOYMENT FOR THE POSITION OF:_____.

I AM AGREEABLE THAT A PHOTOCOPY, IF THIS AUTHORIZATION BE ACCEPTED, WITH THE SAME AUTHORITY AS THE ORIGINAL.

I HEREBY WAIVE ANY AND ALL RIGHTS TO BRING A LAWSUIT OR CLAIM OR TO COLLECT DAMAGES, AND FURTHER RELEASE, INDEMNIFY, AND HOLD HARMLESS THE BUCKSKIN FIRE DISTRICT, ITS AGENTS, EMPLOYEES, AND REPRESENTATIVES, PRESENT AND PAST EMPLOYERS, SUPERVISORS, AND OTHERS WHO MAY PROVIDE INFORMATION BASED UPON THIS AUTHORIZED REQUEST.

I, _____ UNDERSTAND THAT A CRIMINAL RECORDS CHECK MUST BE DONE ON THIS APPLICATION BEFORE I AM ACCEPTED AS AN EMPLOYEE. I HEREBY AUTHORIZE THE LA PAZ COUNTY SHERIFF DEPARTMENT TO RECORD MY FINGERPRINTS AND AUTHORIZE THE BUCKSKIN FIRE DISTRICT TO SUBMIT THE FINGERPRINTS TO THE AZ DEPARTMENT OF PUBLIC SAFETY – APPLICANT TEAM ONE TO PERFORM THE BACKGROUND INVESTIGATION AND REPORT THE RESULTS TO THE FIRE CHIEF OF BUCKSKIN FIRE DISTRICT. I WAIVE WHATEVER FEDERAL, STATE OR LOCAL RIGHTS I MAY HAVE REGARDING THE PROHIBITION AGAINST THE DISSEMINATION OF THIS INFORMATION TO THE BUCKSKIN FIRE DISTRICT. I DO NOT WAIVE WHATEVER PRIVILEGE(S) I HAVE AGAINST FURTHER DISSEMINATION BY THE BUCKSKIN FIRE DISTRICT.

PRINT NAME: _____ OTHER NAMES USED: _____

SOCIAL SECURITY NUMBER: _____ / _____ / _____

DRIVERS LICENSE NO. _____ STATE: _____ EXPIRATION DATE: _____ / _____ / _____

APPLICANT SIGNATURE: _____ DATE: _____ / _____ / _____

Arizona Department of Public Safety – Applicant Team One:

PLEASE RUN A FINGERPRINT / BACKGROUND CHECK ON THE ABOVE APPLICANT.

SIGNATURE: FIRE CHIEF, BUCKSKIN FIRE DISTRICT

DATE SUBMITTED

RESULTS: 1. NO RECORD FOUND _____

2. NEED FURTHER INFO / TIME _____

3. PLEASE CONTACT OUR OFFICE ABOUT THE RESULTS _____

AZ Department of Public Safety – Applicant Team One