



# 2021 Official Process of Appointment Assistant Fire Chief of Operations and Training



Lake Travis Fire Rescue

Travis County Emergency Services District No. 6

*"Compassionate Committed Service"*

## Introduction

Travis County Emergency Services District No. 6 / Lake Travis Fire Rescue (“the District”, “LTFR”) is seeking motivated candidates for the appointment position of Assistant Fire Chief of Operations and Training. This position reports directly to the Fire Chief or their designee and is part of the District’s command staff and executive team. This role oversees all matters of fire suppression, emergency management, hazardous material mitigation, training and administrative support in these areas; to provide highly responsible and complex support to the Fire Chief. In addition, it assists in coordinating assigned activities with outside agencies.

Internal\* applicants are eligible to apply and shall follow the process outlined here as an appointment process for internal applicants. This appointment process is designed to be an executive level evaluation of each qualified candidate. A candidate must successfully complete each phase of the process to be considered for the position.

\*Internal candidates must meet eligibility defined in the Collective Bargaining Agreement, if it applies.

## Phase 1 – Resume & Dossier

Phase 1 of the Assistant Fire Chief of Operations and Training appointment process begins with a review of the applicant’s qualifications to determine if they meet the minimum requirements outlined in the published Assistant Fire Chief of Operations and Training job description.

Interested applicants must submit an application via the District’s career website to demonstrate their intent to be considered for the position. Applicants who do not have internet access to submit electronically may contact Human Resources (“HR”) at (512) 387-7437 or [resumes@ltfr.org](mailto:resumes@ltfr.org). The application will require the submission of a professional/executive level resume, two pages maximum. Resumes shall not include a picture of the candidate.

HR will evaluate each applicant’s resume for minimum qualifications. All applicants will be contacted and notified of their appointment process status. Applicants who meet the job description minimum qualifications will be considered a candidate for the position and will progress to the next phase of the process. Candidates will then be asked to provide the following documentations for additional review:

1. Candidates must furnish a formal Letter of Intent (“LOI”) stating their intent to be a candidate for the specific position. A resume is not a substitute for an LOI.
2. It is preferred, but not required, that candidates furnish a curriculum vitae and/or dossier describing the individual’s accomplishments, training, education, and work history beyond the resume. All materials shall not contain pictures, graphs, or images.
3. Letters of Recommendations (“LOR”) are preferred.
4. Supporting documentation for education and training claimed in the application must be provided and will be verified.

Submitted materials will not be returned. Statements and claims made within this phase of the process and any material provided will be further verified during Phase 4.

## Phase 2 – Interview Project and Panel Interview

**Phase 2A** – Each candidate will be provided an interview project/scenario that will contain tasks to solve. The candidate's project solution must be provided in written form. The candidate must also present their solution to an interview panel.

Each candidate will have one week (7 days) in advance to complete the interview project.

**Phase 2B** - Each candidate will be scheduled for a panel interview comprised of three fire service and/or law enforcement professional subject matter experts ("SME"). The candidate will present their project solution to the SME panel in 10-15 minutes. Visual aids are encouraged. The candidate's presentation will be evaluated using the following grading matrix:

Evaluation Matrix five elements:

- Clear Communication
- Persuasive Communication
- Presentation Visuals
- Presentation Answer (did the candidate address/meet all objectives)
- Credible Information

Evaluation Matrix four level grading scale:

- Inadequate
- Needs Improvement
- Meets Expectations
- Exceeds Expectations

Candidate's presentation was over or under allotted time (Yes / No)

In addition to the interview project presentation, the candidate will undergo a series of relevant executive level interview questions, followed by questions that are germane to the candidate's specific job experience. The interview will be scheduled for 45 minutes. The candidate's dress attire for the interview panel should be professional; either in uniform or business professional.

Phase 2B will be held either in-person, or via a Zoom™ meeting.

All candidates will be notified via email of their eligibility to continue in the process.

## Phase 3 – Fire Chief Interview

Candidates who are selected to continue in the process will meet with the Fire Chief for a one-on-one interview. The Fire Chief will ask the candidate a series of relevant executive level interview questions, different from the panel interview questions, followed by questions that are germane to the candidate's specific job experience. The candidate's dress attire for the interview panel should be professional; either in uniform or business professional. Phase 3 will be held either in-person, or via a Zoom™ meeting.

## **Phase 4 – Offer of Appointment**

The top-qualified candidate will be offered an Assistant Fire Chief appointment, contingent upon successful completion of the following:

1. Fit-For-Duty Medical Physical Evaluation\*  
Medical physical evaluation will be with a District's physician. The District will accept a medical physical for internal candidates that is under 60 days old from the District's physician.
2. Drug Screen  
Drug screen will be a 10-panel drug screen.
3. Candidate Verification  
Additional verification of candidate information provided in Phase 1, including employment history.
4. Reference Checks
5. Criminal Background Check

\* The District will determine whether it can reasonably accommodate candidates with disabilities so that they can perform all the essential duties of the position; if reasonable accommodations are not possible, then the candidate will not be qualified for the position.

### **Collective Bargaining Agreement (CBA)**

Internal candidates who are selected will remain employed with the District according to the CBA, if it applies.