



Fire Division Chief

Special Operations & Programs



The Community

Located in the North Bay across the Golden Gate Bridge from San Francisco, Marin County is a dynamic community of 255,000 well-informed and involved residents. From its tidelands to the top of Mt. Tamalpais, Marin enjoys a high quality of life marked by beautiful beaches, groves of redwoods and oaks, rolling foothills, and scenic valleys. The mild year-round Mediterranean climate is highlighted by cool coastal fog tempering the warm inland temperatures of summer. Incorporated communities include Belvedere, Corte Madera, Fairfax, Larkspur, Mill Valley, Novato, Ross, San Anselmo, San Rafael (the County seat), Sausalito, and Tiburon.

Marin County is known for its combination of rural and suburban lifestyles. A recreation destination for the entire Bay Area – the Golden Gate National Recreation Area and Point Reyes National Seashore are just two destinations out of more than 175,000 acres of public lands within Marin.

The County

The County of Marin is a stable and well-run organization comprised of 23 departments with approximately 2,300 employees. The County has an operating budget of \$866M for FY2025-26 and serves over 100 special districts. The Board of Supervisors is made up of an elected representative from each of the five voting districts in this general law County.

The County strives to uphold a set of core values: trust, integrity, diversity, equity, excellence, accountability, innovation, and collaboration. These values help to maintain and enhance public trust and help achieve service outcomes. The County is committed to being a well-managed organization that utilizes the talent of its workforce and the dedication of its residents to succeed

For more information on the County, please visit
www.marincounty.gov

The Marin County Fire Department

The Marin County Fire Department provides a full range of all-risk emergency services and has extensive wildland fire responsibilities in the unincorporated areas of Marin County. In addition, Marin County Fire maintains administrative jurisdiction over State Responsibility Areas (SRA) as a Contract County with the California Department of Forestry and Fire Protection (CAL FIRE), and has agreements with the National Park Service (NPS) for Federal Responsibility Areas (FRA).

Marin's unincorporated area consists of 251 square miles of land primarily located in Marin's Western portion and SRA land totaling 201,000 acres and over 80,000 acres of Federal DPA both protected under contract by MCFD.

Organizationally, the Marin County Fire Department is divided into six functional areas; Fire Operations, Fire Prevention, Emergency Medical Services, Office of Emergency Management, Fire Emergency Command Center and Administration. The department manages annual budgets totaling \$54.5 million with an allocation of 160 full time employees, a seasonal staff of more than 170 temporary personnel and over 25 volunteers/interns.

For more information on the department, please visit:

www.marincounty.gov/departments/fire

Our Culture

In the County's 2024 Employee Engagement Survey, 91% or more of responding Marin County Fire Department employees stated that they:

- ◆ Enjoy working with their co-workers
- ◆ Like the work & find it meaningful
- ◆ Have a work unit that provides great customer service

**Bring your skills and knowledge to an exciting new position
in a department recognized for excellence and innovation.**

Our Mission

In partnership with our community, we will:

Be prepared Respond quickly Solve problems Be nice Get home safely.

About the Position

The new position of Fire Division Chief - Special Operations & Programs will join the Marin County Fire Department at the executive level, responsible for providing leadership, strategic direction, policy control, and oversight of the special operations and programs.

The Division Chief – Special Operations & Programs is a safety classification within the Marin County Fire Department. This classification is distinguished from the Deputy Fire Chief, who serves as second in command with responsibility for multiple divisions and functional areas. It is further distinguished from the Battalion Chief, who directs personnel and programs on an assigned shift, or program basis. The Division Chief – Special Operations & Programs has responsibility for major programs or divisions, supervision of Battalion Chiefs, and regularly engages with allied agencies and their respective administrators.

The position is based at the Marin County Fire Department Headquarters in San Rafael, CA and will be expected to attend meetings at various locations throughout Marin.

Responsibilities will include, but are not limited to:

- Leadership and management of the Special Operations, including Urban Search & Rescue (USAR), Water Rescue, Air Program, Heavy Equipment, Warehouse and Fire Crews.
- Performing administrative and management functions including budget development and monitoring; analysis work including preparation of reports; procurement oversight of capital assets; formulation of work plans, programs, and long-range strategic planning.
- Having a work unit that provides great customer service.
- Representing the Department through: public presentations and hearings; state, regional, County, or inter-agency committees; and cooperative programs.
- Ensuring that assigned division goals and objectives are accomplished through: supervising and coordinating staff efforts; developing and implementing procedures and work plans; and reviewing and evaluating assigned division performance.



Ideal Candidate

The ideal candidate will have an understanding of the current issues, trends, and innovations in the field. They will be a charismatic leader with a proven track record of effective management and leadership.

The individual selected for this position will be effective in leading a dynamic organization, open to new ideas and implementing best practices. As such, the Division Chief - Special Operations & Programs will have extremely strong leadership skills complemented by outstanding communication and interpersonal skills.

A Bachelor's Degree from an accredited college or university with major coursework in fire science, fire administration, business or public administration or related field is highly desired.

Minimum Qualifications

Two years at a level equivalent to or higher than the County of Marin Fire Battalion Chief that provides the knowledge and ability requirements.

Certificates and Licenses

Must possess certification at the operations level Division Group Supervisor or higher within CICCIS (California Incident Command Certification System) or NWCG (National Wildfire Coordinating Group) 310-1 system or CALFIRE C-339.

This job requires travel between various County and business-related locations. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class vehicle driven and must meet automobile insurability requirements of the County.

Compensation and Benefits

SALARY: The County of Marin offers an attractive compensation and benefits program. The salary range for this position is \$213,325 - \$259,314 annually, DOQ.

The competitive benefits program includes:

RETIREMENT (37 County Act): 2.7% at 57 for new PEPRAs employees and reciprocity with CalPERS. The County does not participate in Social Security except for the mandatory Medicare contribution.

INSURANCE: Cafeteria-style benefits plan that allows employees to choose from a variety of health, dental, vision, life, and long-term disability insurance plans.

LEAVE ALLOWANCES: Generous vacation, personal, management, and sick leave benefits, as well as 12 paid holidays per year.

DEFERRED COMPENSATION: Tax deferred 457K plan which employees may contribute to enhance their retirement.

The Process

To receive first consideration for this exceptional career opportunity, please apply online at:
<https://www.hr.MarinCounty.gov/jobs>
by 11:59PST on Monday November 3, 2025.

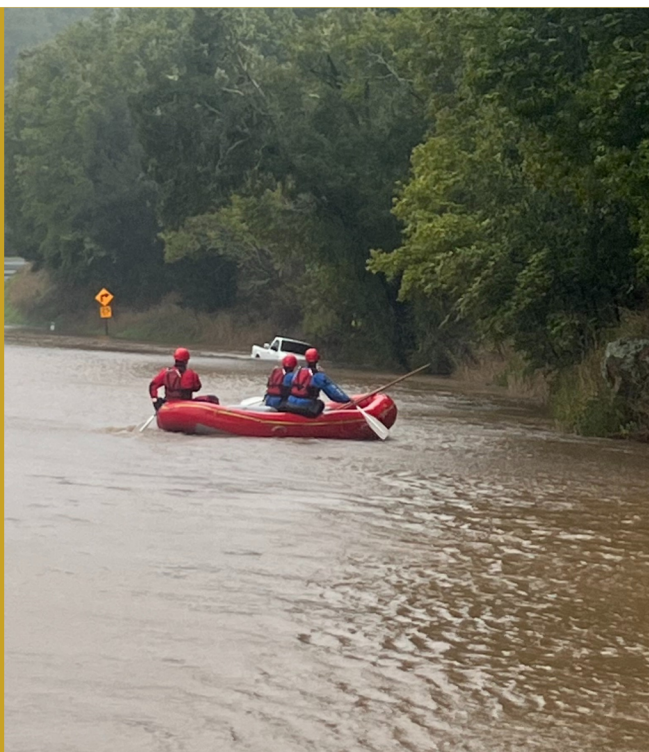
Application materials will be reviewed and evaluated as received and only the most qualified candidates will be invited to continue in the recruitment process. Interviews are tentatively scheduled to be conducted within the first three weeks of December.

If you have any questions regarding this recruitment, please feel free to contact:

Linda Kline

Linda.Kline@marincounty.gov
(415) 473-6352

The County of Marin is an Equal Employment Opportunity Employer. Women, minorities, and persons with disabilities are encouraged to apply.



Contact Information

Department of Human Resources
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San Rafael, CA 94903

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