



# GOLDER RANCH FIRE DISTRICT

[www.grfdaz.gov](http://www.grfdaz.gov)

## JOB ANNOUNCEMENT

**IT Specialist**  
Pay Grade 14 (Non-Exempt)

**Starting Wage \$22.63/hr**  
*(Estimated Annual Wage \$47,064)*  
**\*Plus Excellent Benefits Package\***

### Primary Function:

This position is primarily responsible for providing Tier One IT support for the Fire District, under direct supervision. The incumbent may be responsible for installing and maintaining computer hardware and software, including servers and networks. In addition, the incumbent will be responsible for troubleshooting problems and providing technical assistance and training to end users in the use of desktop hardware and software.

### Minimum Qualifications:

- High school diploma or GED equivalent.
- One year of IT related work experience **OR** one year of completed coursework towards a college degree in a business or IT related field.
- Basic understanding of PC hardware and software.
- Must possess and maintain a valid Arizona driver's license with acceptable driving record.

### Preferred Qualifications:

- Associates Degree in Public or Business Administration or IT related field, from an accredited college or university recognized by the US Department of Education.
- Experience with Microsoft Enterprise Domain Structure.
- Experience with Linux.
- CompTIA A+ certification.
- CompTIA Network+ certification.
- PC imaging.

**Complete job description is available online at [www.grfdaz.gov/careers](http://www.grfdaz.gov/careers)**

**Complete the application process** through the ADP website by clicking [HERE](#). *If your application is incomplete, you will **not** be selected to move forward in this process.*

If you encounter any issues when completing the application process through the ADP website, please contact the GRFD HR Department at (520) 825-9001.

**This recruitment is designated as "Open Until Filled"  
with first screening of applications Monday, October 4, 2021.**



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**Selection process may consist of:**

Application screening, skills assessment, credibility assessment, and interview(s). The pre-employment process for the successful candidate may include, but is not limited to background checks (i.e. driving record, criminal history, etc.), physical examination, drug screen, and reference checks.

**Candidate Notification:**

*All candidate notifications will be completed by email. Please ensure you have entered your email address correctly before submitting your application.*

**Benefits for this position include:**

Medical, Dental, Vision, and Life Insurances, Employee Assistance Program (EAP), Paid Time Off (PTO), 11 Paid Holidays annually, Arizona State Retirement System (ASRS), the opportunity to participate in self-funded 457 Plans and a variety of supplemental insurance plans.

**Preference Points defined:**

The District will apply civil service preference points for veterans pursuant to ARS §38-492.

**Reasonable Accommodation Request:**

Applicants with disabilities requiring reasonable accommodation for this process must contact Human Resources at (520) 825-9001 option 6, no later than 5:00 pm, Thursday, September 30, 2021.

***Golder Ranch Fire District is a Tobacco Free Workplace  
and an Equal Opportunity Employer***