



Sedona Fire District Job Opening Executive Assistant to Leadership

SFD is seeking a qualified individual for the position of Executive Assistant to Leadership to perform an array of duties that encompasses managing all District records, coordinating the activities and special projects of the Executive Leadership Team, and consulting with the Director of Administration on processes improvement and program effectiveness. This position manages all aspects of Fire Board operations including official communications and meeting minutes; and provides coordination for Administrative and Operational programs in areas such as finance, fleet, grants, and contracts. Strong organization and evaluation skills required.

Minimum Qualifications

- ✓ Associates degree and two years related experience, **or**
- ✓ Some post-secondary or vocational training and three years related experience, **or**
- ✓ High school diploma or equivalent and five years of progressively more responsible experience

Candidate Competencies

The Ideal Candidate will be a dedicated public servant who aligns with the fire district's core competencies of:

Integrity & Trust

Ethics & Values

Approachability

Interpersonal Savvy

Self-Knowledge

The Successful Candidate will be skilled in demonstrating:

Creativity

Organizing

Perseverance

Priority Setting

Time Management

Compensation and Benefits

Starting Pay Range: \$23.21 – \$25.59 hourly (\$48,271.36 – \$53,219.17 annually)

Position Pay Range: \$23.21 – \$31.10 hourly (\$48,271.36 – \$64,688.24 annually)

Compensation is commensurate with experience.

Work Schedule

Monday – Thursday from 7a to 5p, closed on Friday, Saturday and Sunday. Flexible work schedule during week of the monthly Fire Board meeting.

Paid Time Off Package

80 hours of vacation leave annually, 120 hours of sick leave annually, and 11 paid holidays

Health & Wellness Package

Medical Insurance: Employee only premiums starting at \$0 and additional family coverage starting at \$22.90 bi-weekly.

HSA/HRA Employer Funding: Sedona Fire contributes \$1,250 for employee only and up to \$5,648 for family annually. Contributions are based on the employee's medical insurance plan election.

Dental Insurance: Employee and Family premiums starting at \$0.

Other Health Benefits: Vision Insurance, Life Insurance, Long Term Disability, Gym Reimbursements, AFLAC, MetLife Supplemental plans and Employee Assistance Program (EAP)

Retirement Package

Arizona State Retirement System (ASRS), Retirement Health Savings after 1st year of employment w/ 2% employer matching contribution, 457 and 457 Roth Deferred Comp.

Sedona Fire District does not participate in Social Security.

Steps in the Hiring Process

1. Go to <http://www.sedonafire.org> - click on the *About Us* link, then click on *Careers at SFD*.
2. Download and read the job description to ensure you meet the minimum qualifications and knowledge, skills, and abilities listed.
3. Submit your resume to Sedona Fire District Human Resources by email or mail.
Email: humanresources@sedonafire.org
Mail: Sedona Fire District - Attention Human Resources
2860 Southwest Dr. Sedona, AZ 86336
4. All resumes must be received by Tuesday, November 2, 2021.
5. Candidates moving forward in the hiring process will be notified by Human Resources no later than Thursday, November 4, 2021. A job application along with a Basic Skills test will be included with the notification.
6. Top applicants passing the Basic Skills test will be invited to Sedona Fire District to participate in our full day Assessment Center on November 18, 2021.

All resumes must be received by Tuesday, November 2, 2021.



Administrative Office
2860 Southwest Dr
Sedona, AZ 86336
928-282-6800

Human Resources (928)204-8904

Sedona Fire District is an equal opportunity employer

Our Mission: We help people through Safe, Friendly, and Dedicated Service.