



7903 Allison Way Arvada CO 80005 303-424-3012 303-432-7995 fax

Executive Assistant Position Opening

The Arvada Fire Protection District has an immediate opening for an Executive Assistant. This is a full-time, FLSA non-exempt position.

The Executive Assistant provides professional, responsible, confidential, analytical and technical administrative support for the Fire Chief and District Board regarding Fire District affairs such as typing, filing and preparation and review of written documents at an executive level. The Executive Assistant also provides administrative support and performs as lead program manager on special projects and organizational programs, providing supervision and coordination of work which includes other divisions. The Executive Assistant acts as the Designated Election Official for District Elections and Secretary to the District Board.

For a complete list of responsibilities, view the job description at www.arvadafire.com.

Competitive Salary and benefits package include:

- Medical, dental and vision insurance
- Matching contribution to 401(a) retirement plan
- Life and disability insurance
- Starting salary \$60,000 - \$67,900 depending on qualifications

Minimum Qualifications:

- At least 18 years of age
- High School Diploma or equivalent
- 5 years' progressive experience as an administrative assistant
- Additional education or training in business preferred

To Apply:

Submit a current resume and cover letter by 5:00 pm on Friday March 9, 2018.to:

Arvada Fire Protection District
Attn: Human Resources
7903 Allison Way
Arvada, CO 80005

Offers of employment are contingent upon passing a drug screen and background check (employment, criminal, motor vehicle).

Arvada Fire Protection District is an Equal Opportunity Employer