

Part-time Administrative Assistant Position

Acts as a coordinator between the Chief and the Board, answers to the Chief. Primary role of this position is to provide administrative assistance to the chief.

Other duties to include tracking and filing of paid employee and volunteer gear assignments, tracking and maintaining volunteer and employee records as provided by the Chief, and insuring documents are properly signed.

Duties will include recording of new equipment purchases and their allocation to staff, ensuring that all documentation is signed.

Sits in on Board Meetings and records minutes, prepares those minutes for posting.

Other duties as assigned by the Chief.

Compensation: \$15 to \$18 per hour based on experience

Hours: Flexible days and hours

Location: Station 1 - Admin Building, 2606 US Highway 24, Florissant, CO 80816

To Apply: Please send resume to DistrictAdmin@florissantfire.com