

JOB ANNOUNCEMENT

EXECUTIVE ASSISTANT

NOVEMBER 2017



SEDONA



FIRE DISTRICT



THE COMMUNITY

Located in Arizona's high desert at an elevation of 4,500 feet, and at the mouth of spectacular Oak Creek Canyon, Sedona is blessed with four mild seasons marked by abundant sunshine and clear air, with annual average high temperatures of 75 and annual average low of 46 degrees. Characterized by massive red rock formations and the contrasting riparian areas of Oak Creek Canyon, the surrounding area is considered as beautiful as many of the national parks. The world-renowned red sandstone formations appear to glow in brilliant orange and red when illuminated by the rising or setting of the sun, leaving quite an impression on residents and visitors alike.

Sedona is well known for its resorts, outdoor recreational activities, spiritual pursuits, and art/culture offerings. The fabulous array of hiking, biking, golfing, climbing, and much more, combined with its unsurpassed natural beauty, has come to attract more than four million tourists annually.

THE SEDONA FIRE DISTRICT

The Sedona Fire District (SFD) provides Fire and Emergency Medical Services (EMS) to the communities of Sedona, the Village of Oak Creek and surrounding areas. Initially established as the Sedona-Oak Creek Volunteer Fire Department in 1957, the department has evolved over time to today's SFD career department, employing more than 93 full-time professionals.

Recognized by the State of Arizona as a special taxing district, the Sedona Fire District is governed by a 5-person Board of Directors elected by the public. The Fire Board has authority over the Fire Chief who leads an Executive Management Team that includes an Assistant Chief, a Finance Manager, a Fire Marshal and a Human Resource Manager.

Covering 168 square miles with an ambulance transport service area of 274 miles, the SFD has grown to serve 25,000+ residents and a visitor population of four million. Operating out of five fully-staffed fire stations, the department provides many services to the public, including fire protection, emergency medical services, ambulance transport, wildland firefighting, technical rescue, hazardous material response, public education, fire prevention and community risk management. SFD responds to approximately 4,400 calls per year.

With an operating budget of \$16.9M, the District is financed by property taxes assessed within the District as well as ambulance transport and wildland response revenues, Fire District Assistance Tax, and other various contract service fees.

SFD Mission

We help people through
Safe, Friendly and
Dedicated Service.



SEDONA FIRE DISTRICT

The Ideal EXECUTIVE ASSISTANT

THE POSITION

The Executive Assistant position reports to the Fire Chief and provides high-level administrative support to the SFD Executive Mgmt. team.

Essential Duties-Executive Assistant:

- Serve as staff liaison to the SFD Governing Board
- Provide high-level administrative support to the Fire Chief, Board and others
- Administrative support to PSPRS local board
- Prepare, edit and publish various SFD reports, publications
- Assist in writing grants
- Handle inquiries from the public
- Participate in development, editing and distribution of SFD policies

THE IDEAL CANDIDATE

The Ideal Executive Assistant candidate will be one who demonstrates leadership, integrity, teamwork and personal accountability. Key competencies include:

- ◆ High morals and ethics
- ◆ Team player
- ◆ Solid decision maker
- ◆ Adaptive to stress
- ◆ Stellar communication skills
- ◆ Consistent admin support
- ◆ Quick learner
- ◆ Excellent customer service skills

Please refer to the formal job description

SFD VALUES

We value the faith and trust of the community, and each of our members will support the mission by adhering to the following values:

- ◆ Safe, Friendly and Dedicated Service
- ◆ Cost-saving initiatives and multi-tasking for organizational improvement and sustainability
- ◆ Compassion—fostering a genuine concern for those we serve
- ◆ The ability to anticipate, influence and adapt to change
- ◆ Personal accountability and professionalism, adhering to a strong code of moral and ethical conduct
- ◆ Teamwork—working together for a common goal
- ◆ The desire to serve, the courage to act and the ability to perform

Qualifications of the Executive Assistant

- * Some college and experience—please refer to the details in the job description
- * Thorough knowledge of and skill in office administration, using modern office practices, procedures and equipment
- * Ability to interact with staff and the public, provide and support to the boards, committees and members of management