



## Coal Creek Canyon Fire Protection District

32895 Highway 72, P O Box 7187, Golden CO, 80403

303-642-3121



### Business Manager

This is your opportunity to work with the most dedicated, caring canyon residents! The Coal Creek Canyon Fire Protection District is currently searching for a motivated individual to perform a multitude of administrative and supportive duties. This is a non-exempt position (paid hourly) that routinely works between 25-40 hours per week. The beginning hourly rate starts at \$22/hr. Many duties may be performed at home while others will require a presence at a primary fire station. This position will require a background investigation. Applicants must have access to a reliable, registered, and insured vehicle. Preference will be given to Coal Creek Canyon residents. Benefits include paid time off to cover sick, vacation, and holidays. Note that this position may require support to the District on major holidays. Additionally, the District will provide a stipend to help pay for health insurance.

### **Duties:**

- Provides support as needed to the District Fire Chief and Board of Directors
- Conducts records maintenance activities
- Works with insurance agencies concerning workers compensation and other liability matters
- Reports to the District Board of Directors with day-to-day oversight by the Fire Chief
- Provides support when needed for yearly audits and budgeting
- Manages annual firefighter recruiting and onboarding process
- Oversees required periodic physicals and background checks
- Provides administrative support to ensure efficient operations within district headquarters, including answering phone calls and being the point of contact for public interactions
- Exhibits polite and professional communication via phone, email, and in-person
- Other duties as assigned by the Fire Chief and/or Board of Directors

### **Skills/Qualifications:**

- High school diploma required
- Intermediate Microsoft Office Suite skills; ability to learn new software apps used by the department
- Effective, clear communication skills, both verbal and written
- Demonstrated customer service skills
- Minimum of 2 years of strong administrative and organizational experience
- Experience of special districts and/or fire service preferred
- Proven ability to work with a team, some members on site and some members off site
- Willing to learn new skills, attend trainings and continuing education opportunities
- Must be a motivated self-teacher and learner
- Must be confident in multi-tasking and working independently while meeting deadlines

Interested persons should send a letter of interest and a resume to:

[admin@coalcreekcanyonfd.org](mailto:admin@coalcreekcanyonfd.org)

**Deadline for applications is April 15, 2023**