



HIRING ANNOUNCEMENT

IT Systems Specialist

Sedona Fire District seeks an experienced IT Systems Specialist to support first responders across office and fire station environments. Play a key role in ensuring reliable IT systems for our community's safety.

Minimum Qualifications

- ✓ Associate degree in Personal Computer Technology, Computer Science, or a related field *with* three (3) years of experience providing desktop operating systems, hardware, software, and server software support.

OR

- ✓ Five (5) years of experience providing desktop operating systems, hardware, software, and server software support.
- ✓ CompTIA A+ certification prior to the end of probation.
- ✓ MCP certification within 2 years of hire.

Preference for Applicants with Experience in Managing:
Microsoft 365, SharePoint, Microsoft Teams, Azure, and hybrid environments



IT Systems Specialist Hourly Pay 2025

Starting Hourly Pay: \$32.90 - \$36.27*

Top Hourly Pay: \$44.09

**Starting pay depends on experience.*

We offer: 4-day workweek (M-Th), 11 Paid holidays, Paid Sick & Vacation leave, Paid medical & dental, retirement benefit plans and much more!

Application & Hiring Process



1. Go to <http://www.sedonafire.org>, click **About Us**, then **Careers**. Download the job description, announcement, and application.
2. Submit your application and resume to Sedona Fire District Human Resources at humanresources@sedonafire.org.
3. Human Resources will contact qualified candidates and request an application packet submission.
4. Top candidates will move forward to the candidate selection process.

Position open until filled; first applicant screening on March 2, 2025

2860 Southwest Drive, Sedona, AZ 86336

928-282-6800

www.sedonafire.org

Sedona Fire District is an equal opportunity employer