



2025 HIRING ANNOUNCEMENT

Executive Assistant to the Fire Chief

Join our team as the Executive Assistant to the Fire Chief, serving as Chief of Staff—a dynamic role focused on strategic coordination, project oversight, and operational excellence. This position is key to driving efficiency, aligning priorities, and supporting high-level decision-making across the fire district.

Key Responsibilities

- ✓ Serve as Chief of Staff to the Fire Chief, aligning communication and organizational priorities.
- ✓ Manage Governing Board meetings, including scheduling, agenda preparation, and official minutes.
- ✓ Lead project and initiative execution from planning through completion.
- ✓ Support budgeting, grants, and resource allocation across the district.
- ✓ Oversee communications and stakeholder engagement, both internal and external.



Minimum Qualifications: Combination of education and experience, such as an associate degree with 2+ years, some post-secondary training with 3+ years, or a high school diploma with 5+ years in administrative, project management, or strategic support roles.

Preferred Qualifications: Experience in social media, event planning, and executive support; strong problem-solving and communication skills; and proficiency in Microsoft Publisher and PowerPoint.



Executive Assistant - Pay & Benefits 2025

Starting Hourly Pay: \$29.70 - \$32.75*(\$61,700-\$68,100)

Top Hourly Pay: \$39.80 (\$82,700)

**Starting pay depends on experience.*

4-day Work Week: Monday – Thursday 7a to 5p

Paid Leave: 11 Holidays, 14 Vacation Days, 12 Sick days

Employer Paid Medical & Dental insurance, AZ State

Retirement Pension, and much more!

Application & Hiring Process

1. Go to <http://www.sedonafire.org>, click **About Us**, then **Careers**. Download the job description and announcement.
2. Submit your 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 April 21, 2025

2860 Southwest Drive, Sedona, AZ 86336

928-282-6800

www.sedonafire.org

Sedona Fire District is an equal opportunity employer