



# HIRING ANNOUNCEMENT

## 2025 Human Resources Specialist

Sedona Fire District seeks a skilled and motivated HR Specialist to join our team. Make a difference in a mission-driven organization that values teamwork and professional growth.

### Minimum Qualifications

- ✓ High school diploma or equivalent.
- ✓ 2+ years of clerical/administrative experience (HR preferred).
- ✓ Proficiency in Microsoft Office Suite and HR software platforms.
- ✓ PREFERRED EXPERIENCE: Payroll, benefit administration, onboarding/offboarding, record retention, HR certification (SHRM, PHR)



### Why Work with Us?

- Impactful Work: Support our community-focused mission.
- Growth Opportunities: Advance your HR skills.
- Supportive Team: Collaborate with innovative colleagues.
- Work Schedule: 4-day work week (Monday – Thursday)



### HR Specialist Hourly Pay & Benefits 2025

**Starting Hourly Pay: \$25.83 - \$28.48\*(\$53,700-\$59,200)**

**Top Hourly Pay: \$34.61 (\$71,900)**

*\*Starting pay depends on experience.*

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](mailto: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 closes on April 20, 2025**

**2860 Southwest Drive, Sedona, AZ 86336**

**928-282-6800**

[www.sedonafire.org](http://www.sedonafire.org)

*Sedona Fire District is an equal opportunity employer*