



JOB ANNOUNCEMENT

District Administrator

Elk Creek Fire Protection District in Conifer, CO, welcomes applicants for the position of District Administrator. The District provides fire, rescue and EMS service to residents, businesses, and visitors to the community. For more information about the District, please visit www.elkcreekfire.org. Hired and supervised by the District Fire Chief, the District Administrator provides administrative assistance to the fire department and the Board of Directors.

The District Administrator's responsibilities include:

- Managing the day-to-day office operations of the District
- Managing the monthly Board of Directors meeting process
- Maintaining the books and records of the District
- Preparation and processing of payroll, billings and other receivables, payments and other obligations, pensions, and insurance
- Assisting in the preparation and management of the District's annual operating budget
- Gathering documentation and fulfilling the necessary requirements of various funding bodies to seek grants on behalf of the District
- Supervising an assistant administrator

Qualifications of the Successful Candidate:

The successful District Administrator candidate will have experience administering and supervising both the operations and the maintenance services of a similar organization through effective technical knowledge and management skill. Preferred qualifications include the following:

- Minimum 5 years comparable full-charge bookkeeping experience with proficiency using Sage or similar accounting program
- Working knowledge of operations in a Colorado Special District is desired
- Intermediate to advanced level skills using Microsoft Excel

- Working knowledge of standard bookkeeping and payroll practices
- Experience with Colorado Division of Fire Prevention and Control fire billing systems is highly desired
- Detail oriented with excellent organizational skills
- Excellent people skills to facilitate the current organizational culture and the ability to work with a Board
- Excellent verbal and written communications skills
- Ability to work with limited supervision and effectively prioritize workload

Compensation & Benefits

The compensation and benefits plan are competitive and the anticipated starting salary for the successful candidate is budgeted from \$50,000 - \$60,000, depending upon experience, qualifications, and professional achievement. In addition, all full-time District employees are eligible for a full benefit package, including medical, dental and vision insurance. No relocation benefit is available.

Application Process

Interested candidates should submit a cover letter and resume including references and compensation expectations. The District is an equal opportunity employer.

Applications may be emailed to: employment@elkcreekfire.org
Subject: "District Administrator – application"

-or-

Mailed to the following address: Elk Creek Fire Protection District
ATTN: District Administrator - application
P.O. Box 670
Conifer, CO 80433

The deadline for submitting applications is **September 15, 2020**. The District will review all applications and schedule interviews for up to three candidates. The final determination on hiring an administrator will be made by the Fire Chief.