



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

Position Announcement

Executive Assistant to the Fire Chief

General Statement of Duties

Performs a wide variety of senior-level executive, administrative, and governance support services for the Fire Chief of the District. Handles highly confidential matters, makes administrative determinations, and exercises independent judgment within established laws, policies, Fire Chief, and Board Direction. Works independently with minimum of direction. Acts as the recording secretary and performs related support duties for the Fire Board and Pension Board, prepares for and attends Fire Board and Pension Board meetings. Interact frequently with volunteers, staff, board, vendors, and the public. Requires broad knowledge of District operations, goals, programs, and policies, as well as demonstrating a high level of experience, competence, discretion, and technical skill. Serves as liaison to and coordinates with human resources and financial contractors. This position serves as the district's primary administrative contact for Board support, human resources coordination, financial administration and coordination, records management, and regulatory compliance. Assist as necessary with the administrative duties of the Administrative Specialist.

See Job Description for a detailed description of duties and job functions

Employment Status

Full Time Non-Exempt

Work Schedule

Typical administrative week with specific conditions. See job description for details of work schedule.

Compensation

Salary range of \$86,445 to \$101,129 in accordance with Policy 180.

Benefits

Medical, dental, and vision insurance, group life insurance, PERA pension, and FPPA deferred compensation in accordance with Policy 288.

Residency

Not required

Special Requirements necessary:

- Valid Colorado Driver's license
- Must be at least 18 years of age

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Education:

- High School diploma or equivalent required.
- Associate's degree in business administration, public administration, office administration, or a related field preferred.
- Bachelor's degree in a related field preferred.
- Equivalent combinations of education and experience will be considered.

Minimum Required Job Skills and Certifications:

- Minimum of 10 years of administrative experience with public contact
- Proficient in Microsoft Office Suite
- Ability to type at least 65 words a minute
- Must be detail-oriented and possess superior organizational skills
- Willingness and ability to serve the public, staff, and volunteers
- Must possess the skills and capability to receive instruction
- Ability to demonstrate dependability and flexibility in performing job duties
- CPR/AED within 12 months of hire.
- ICS 300 within 12 months of hire

Additional Desired Job Skills and Certifications:

- Experience using Payroll
- Experience with Bill.com
- Experience with Division of Fire Prevention & Control Wildland Billing
- Familiar with Parliamentary Procedure
- Experience with Colorado Special Districts and DOLA Compliance
- Experience with grant management

Work Environment

While performing the duties of this job, this employee regularly works within an office environment whose duties are primarily performed behind a desk. This position frequently operates a computer, reads and writes, and interacts with others in person, over the phone, and via other devices. They move about within the facility in which their office is located to access file cabinets, documents, office machinery, and other equipment. They also travel within the facility in which their office is located and to locations outside of the facility to attend meetings, training, events, and other business activities.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, walk, climb, balance, stoop, kneel, crouch, crawl, push, and pull, use hands and fingers to

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feel, handle, or operate objects, and reach with hands and arms. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 45 pounds.

Application Process

To apply, use the directions posted on the Estes Valley Fire District website, <https://www.estesvalleyfire.org/apply>. An application packet including the Estes Valley Fire Protection District Employment Application (Part I), cover letter, and resume. These materials must be emailed to info@estesvalleyfire.org (paper copies not accepted).

Application Period

Apply by Friday, March 20, 2026, at 5 pm.

Interview dates:

Tentative interviews week of March 30, 2026. Interviews must be in-person at an assigned date and time in Estes Park, Colorado.

The Estes Valley Fire Protection District provides no travel or relocation expenses.

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