


ADMINISTRATIVE ASSISTANT


Salary Range: \$75,388.80 - \$93,306.24

Hiring Range: \$75,388.80 - \$83,586.36

This is a non-exempt, full-time position that will perform a wide variety of advanced and specialized support to assigned departments within the Valley Regional Fire Authority.

- Supports the workgroups within Community Risk Reduction and the Deputy Chief.
- Prepares purchase orders and expense claims; verifies invoices for payment; orders supplies and equipment.
- Creates and maintains reports utilizing specialized reporting programs.
- Maintains knowledge of policies and procedures.
- Performs administrative support to the Community Outreach office including receiving, processing, and scheduling event requests; coordinates event staffing; and assists with materials preparation.
- Assists with maintenance of a variety of confidential files, reports, and records.
- Provides administrative support to the Fire Marshal's Office to include updating and maintenance of records; receiving, processing, and coordinating inspection and permit requests; and schedules related appointments with internal and external customers.
- Provides support for safety and emergency programs.
- Schedules meetings, prepares agendas, takes and distributes meeting minutes as assigned.

 The VRFA offers a comprehensive benefit package that includes paid medical, dental, and vision; HRA VEBA plan, paid time off, and other exceptional benefits!

 To apply for the Administrative Assistant position, please visit www.vrfa.org/careers

Closing Date:

August 26, 2024 at 5:00 pm

Tentative Interview Date:

September 11, 2024

