



Arizona Fire & Medical Authority

EXECUTIVE ASSISTANT RECRUITMENT

G
O
N
I
R
I
N
G
H
O
W
N

The Arizona Fire & Medical Authority is currently accepting applications for an **Executive Assistant** with strong oral and written communication skills. This is an excellent opportunity for a dynamic professional to become a valued member of an innovative, progressive, internationally accredited, ISO Class 1, award winning public safety team which places a high value on customer service.

The Authority provides emergency and non-emergency services to an approximately 90 square mile area in the Phoenix metropolitan region including the communities of Sun City West, Sun Lakes, Wittmann, and many other unincorporated portions of Maricopa County, Arizona.

The Authority is seeking an adept administrative leader to perform highly responsible, confidential and complex administrative support to the Authority's associated governing boards and Fire Chief/Executive Staff. The Executive Assistant duties include the facilitation of communication between members of the Authority Board, the Partner Agency Boards/Councils, Fire Chief's office and Executive Team, and the public as well as providing a high level of advanced administrative and strategic support.

Salary Range:

Annual Range: \$68,175- \$91,361 (*Range 4725 - Exempt*)

Work Hours:

Monday - Thursday: 7:00 a.m. to 5:00 p.m.

Benefits:

The Authority offers an excellent benefits package including medical, dental and vision coverage; life insurance; Arizona State Retirement System pension; Authority contributions to Deferred Compensation and alternative Social Security Plans (401A) and Post Employment Health Plan (PEHP) voluntary Deferred Compensation (457); tuition reimbursement plan; uniform and cell phone allowance; employee assistance plan (EAP); and competitive accrued leave time package including paid holidays.

Minimum Qualifications:

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty as listed in the job description (*available online at www.afma.az.gov*).

Minimum Education/Experience:

- High school diploma or general education degree (GED) required.
- Bachelor's degree in Public Administration, Business, or closely related field is desirable.



Arizona Fire & Medical Authority

EXECUTIVE ASSISTANT RECRUITMENT

Minimum Education/Experience Cont.

- A minimum of three years' experience in an Executive Assistant or similar position is desired.
- Three years of progressively responsible and related experience in researching and analyzing data, responding to citizen/customer requests and/or program management is desired.
- Previous experience working for an elected official, public manager, county administrator, or Chief Executive Officer of a major corporation is desired.
- Demonstrated computer abilities.
- Must possess and maintain a valid State of Arizona operator's license with a good driving history.

Selection Criteria:

May include any or all of the following: Formal application; review of education and experience; written examination or assessment center; interview(s)/oral board(s); background/driver's license verification and check; and conditional offer of employment psychological testing, physical exam, and/or drug screen.

Application Process:

Position information, job requirements, job application and testing process information will be provided on the Arizona Fire & Medical Authority website at www.afma.az.gov. Completed application packets will be accepted at the Authority's Administrative Office, until the position is filled:

Office Address: Arizona Fire & Medical Authority
 18818 N. Spanish Garden Drive
 Sun City West, Arizona 85375

Office Hours: 7:00 a.m. to 5:00 p.m. Monday - Thursday

Application materials may be submitted in person, by U.S. mail or via email as a pdf document to employment@afma.az.gov.

Incomplete application packets will not be accepted

Applicants requiring accommodation for a disability should contact the Human Resource Office at (623)544-5400. The Authority supports a drug/tobacco free workplace and is an Equal Opportunity Employer.

For more information or to apply, please visit: www.afma.az.gov

RECRUITMENT TIMELINE

APPLICATION PERIOD OPEN:

September 12, 2018

APPLICATION PERIOD CLOSES: When Position is filled

*Questions regarding
this position or the
hiring/application
process should be
directed to the
Authority's Human
Resource office at
(623) 544-5400.*