



Personnel Department

ADMINISTRATIVE SPECIALIST

UNCLASSIFIED position opening at the **SPRINGFIELD FIRE RESCUE DEPARTMENT**

APPLICATION DUE DATE: **June 14, 2019**

HOW TO APPLY:

Email completed/signed application to apply@springfieldohio.gov (Download application at springfieldohio.gov)

*Application, resume, DD214 must be submitted as **ONE** document, separate attachments will not be accepted*

May also submit hard copy of completed/signed application to Personnel Department, 3rd Floor, City Hall, 76 East High Street, Springfield, OH 45502

Mailed applications must be postmarked by deadline to be considered, *ensure you have enough postage for delivery*

SALARY RANGE: \$ 37,211.20 – \$47,456.60 *Excellent Benefits (*Paid time off, Dental/Health/Life, Retirement*)

This is high level, professional administrative work involved in supporting the Fire Rescue Department. Position requires performing a variety of administrative tasks in an organized, timely and accurate fashion. Work involves expediting the purchasing function, preparing reports, maintaining departmental records, monitoring budget expenditures, and processing billing. Familiarity with or ability to learn any or all of the following software: RTA, HTE, Emergency Reporting, CrewSense and ESO. Work is performed under the general supervision of an administrator, but often requires the exercise of independent judgment.

Applicants must possess a high school education or equivalent, preferably supplemented by college-level coursework or training in inventory control, purchasing, accounting, or a related area. Proficiency with Microsoft Office software (Word, Excel, Access and PowerPoint). The position requires the ability to establish and maintain effective working relationships with management, co-workers and the general public. Requires the possession of a valid Ohio Driver's License.

Natalie Payton
Personnel Analyst

06/03/19