



# **JOB ANNOUNCEMENT**

## **Administrative Manager**

The successful candidate will assist the Administrative Director in carrying out the programs and activities of the District by performing highly complex administrative and professional work which includes: managing all District's Official Boards, and other official public meetings in a support function capacity; planning and implementing of elections; serving as the official custodian and manager of the District's records; and, developing and monitoring the Administrative budget. This position is responsible for supervising Administrative support personnel. Work requires extended work days outside of regular working hours to attend public meetings, preside over elections and attend community events.

**Starting Salary: \$61,568.63 DOE**  
**PLUS EXCELLENT BENEFIT PACKAGE!**

### **Minimum Qualifications**

- Valid Arizona Driver's License
- Associate's Degree in Public or Business Administration, Records Management, or a related field from an accredited college or university recognized by the U.S. Department of Education.
- A minimum of two (2) years of supervisory experience in an office setting, within a City Clerk's office or other government agency or department.
- A minimum of four (4) years of management experience in elections, administration, records or related administrative support function.

### **PREFERRED:**

- Bachelor's Degree in Public or Business Administration, Records Management or a related field from an accredited college or university recognized by the U.S. Department of Education.
- Administrative experience in a Special District.
- Certified Municipal Clerk or Master Municipal Clerk.
- Experience with Annexations.

***POSITION OPEN UNTIL FILLED. SECOND GROUP OF APPLICANT'S CLOSING DATE IS SEPTEMBER 24, 2010. APPLICATIONS MUST BE RECEIVED BY THE DISTRICT'S ADMINISTRATION DEPARTMENT BY 4:30 P.M. ON THE CLOSING DATE.***

**Application Details: Incomplete Applications, missing copies of required documents (e.g., diploma's , certifications, etc...), applications with "see resume" Emailed or faxed, resumes or applications, will not be accepted.**

Applications are available at [www.northwestfire.org](http://www.northwestfire.org), or  
Northwest Fire District, Hrs: M-F 8:30am-4:30pm, 887-1010

Mail application packet to or drop off at mailing address:  
Patricia Aguilar, c/o Northwest Fire District Administration,  
5225 W. Massingale Rd., Tucson, Az. 85743

Drug Free Workplace and EOE