

REDMOND FIRE & RESCUE

341 NW Dogwood Ave, Redmond, OR 97756
www.rdmfire.org



RECRUITMENT

ADMINISTRATIVE ASSISTANT



Redmond Fire & Rescue is conducting a recruitment for the position of Administrative Assistant.

THE POSITION

The successful candidate will work in the administrative office Monday - Friday, 8:00 am -5:00 pm performing advanced level administrative/clerical duties. This position enhances and supports overall department efficiency and administrative office operations.

COMPENSATION

Monthly salary as of January 2023 start date of \$4,082 - \$4,962 plus full benefit package including medical/dental/vision insurance, sick leave, vacation, and PERS.

QUALIFICATIONS

The minimum qualifications include: high school diploma or GED, at least four (4) years of demonstrated advanced level administrative/clerical duties or any equivalent combination of education and experience which demonstrates the ability to perform these duties, and possession of an Oregon Driver's License within 30 days of hire.

Preferred qualifications include: an associate degree in Business Administration, or related field, and previous accounts payable and/or accounts receivable experience.

TO APPLY

Visit our website www.rdmfire.org for more details on the process and for the application. Application packets must be received by November 28, 2022 at 12:00 pm.

REDMOND FIRE & RESCUE

Redmond Fire & Rescue provides EMS, fire, and rescue services to an estimated population of 40,800 within the city of Redmond and the surrounding rural district. The fire district encompasses 123 square miles, and our ambulance service area is 294 square miles. This area includes three state parks, one of which is Smith Rock State Park, a world-class rock-climbing area that hosts 775,000 visitors annually. Redmond Fire & Rescue also serves the Deschutes County Fair & Expo Center which hosts events that draw over 1.2 million visitors annually, as well as two major resort communities, Eagle Crest and Pronghorn Resort. Another unique service Redmond Fire & Rescue provides is Aircraft Rescue and Firefighting (ARFF) services to the Redmond commercial airport (RDM) under contract with the City of Redmond. On average, our call volume is 7,000 a year.

CITY OF REDMOND

Redmond is located in the high desert of Central Oregon, east of the Cascade Range. Residents living in the high desert enjoy sunshine most of the year along with low humidity and annual precipitation averaging between 8 to 10 inches. In the winter, Redmond receives less snow than its neighboring cities, and the annual average snowfall of 24 inches often melts quickly. Living in Redmond provides opportunities to try a variety of outdoor activities such as hiking, fishing, climbing, mountain biking, skiing, and more. Redmond is a desirable community to live in with its growing economy, small-town feel, and an abundance of recreation activities.