



City of Seldovia

P.O. Drawer B, Seldovia, Alaska 99663
Phone: (907) 234-7643, Fax: (907) 234-7430
Email: cityclerk@cityofseldovia.com

POSITION OPEN CITY OF SELDOVIA

Job Title: Fire and EMS Safety Assistant
Reports to: City Manager
Part-time: Up to 10 hours per week
Pay: \$14.83 per hour

Duties and Responsibilities:

- Assist the City Manager and City Treasurer in the preparation of the City Fire Department budget.
- Prepare and submit to the City Manager and City Council monthly activity reports
- Perform required record keeping for training, personnel files for volunteer personnel, maintenance records, radio license, and vehicle registration records.
- Present fire prevention classes to the school and others as needed.
- Publicize forestry burn orders, fire prevention education information, and other public notices.
- Insure compliance with state and federal laws and regulations, maintain records to continue status as a registered fire department with the State of Alaska Fire Marshal, and submit ANFIRS reports and other required reports to State Fire Marshal's Office.
- Tracks and maintains records of certifications and training hours for EMT's.
- Purchase and maintain firefighting supplies and equipment.
- Track equipment that is signed out to responders, and dispatch radios
- Performs Level 1 Fire Extinguisher inspections after successfully obtaining Level 1 certification from State of Alaska
- Takes the lead in recruitment and retention and training opportunities
- Other duties as assigned by the City Manager.

Required Qualifications:

- High School Diploma or equivalent.
- Working with volunteers and the public
- Possession of an Alaska Driver's license.

Preferred Qualifications:

- Accounting and bookkeeper knowledge
- Experience with MS Word, MS Publisher, and Excel.
- Experience with Quickbooks

Physical Requirements:

- Requires sitting for various periods of time, mixed with bending and reaching.
- Ability to go up and down ladders.
- Ability to lift 40 pound

NOW ACCEPTING APPLICATIONS FOR THIS POSITION
APPLICATION FORMS ARE AVAILABLE AT THE CITY OFFICE OR WWW.CITYOFSELDOVIA.COM
OPEN UNTIL FILLED

*The City of Seldovia is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, national origin, color, sex, age, veteran status, or disability. It is our intention that all qualified applications be given equal opportunity and that selection decisions are based on job related factors.

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