



GOLDER RANCH FIRE DISTRICT

www.grfdaz.gov

JOB ANNOUNCEMENT

Applications Administrator
Pay Grade 46 (Exempt)

Salary Range \$ 59,330 - \$75,722/annually

Primary Function:

Primarily responsible for designing and maintaining the applications and data structure that provide informative and relevant information to others. Develops, administers, and maintains department databases to ensure security, accuracy, and efficiency. Provides support for databases running on several platforms to enable user access to data. Trains, guides, and mentors' others on how to access data and how to make the best use of its contents. Interacts with individuals at all levels within and outside of the organization to resolve technical and non-technical issues.

Minimum Qualifications:

- Associates Degree in Computer Science or related field from and accredited college or university recognized by the U.S. Department of Education
- Three (3) years full-time work experience in database development and administration
- Three (3) years full-time work experience with Microsoft SQL Server
- Three (3) years full-time work experience administering a Microsoft Windows Server 2012R2 or greater environment
- Experience developing and maintaining websites
- Eighteen (18) years of age or older
- Valid Arizona Driver's License w/good driving record

Preferred Qualifications:

- Bachelor Degree in Computer Science or related field from an accredited college or university recognized by the U.S. Department of Education
- Microsoft SQL 2012 Server certification
- Two (2) years full-time work experience with SAP Crystal Reports
- Work experience administering Zoll enterprise applications
- Work experience with Linux – Debian based or Ubuntu
- Work experience with XML
- Work experience administering Document Locator or similar enterprise records management system
- Two (2) years of web development, using HTML, JavaScript, CSS, ASP.Net, C#, and WordPress preferred
- Two (2) years administering Public Safety networks and/or applications
- Work experience using software deployment tools
- Work experience deploying applications and providing user training

Complete job description is available online at www.grfdaz.gov

"Proudly serving the communities of Oro Valley, Catalina and SaddleBrooke"
3885 E. Golder Ranch Drive Tucson, AZ 85739 (520) 825-9001



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How to Apply:

Complete the 2-step application process through the ADP website [here](#) or access the job announcement through the Golder Ranch Fire District website.

- 1) Complete all ADP application questions.
- 2) Attach your cover letter and résumé (*detailing your work history and qualifications by month and year*).

NOTE: Both steps must be completed in order to be considered for this position.

If you encounter any issues when completing the application process through the ADP website, please contact the GRFD HR Department at (520) 825-9001.

**This recruitment is designated as "Open Until Filled"
with first screening of applications Monday, July 1, 2019.**

**Golder Ranch Fire District
Attn: Human Resources
3885 E. Golder Ranch Drive
Tucson, Arizona 85739
Ph: (520) 825-9001**

Selection process may consist of:

Application and resume screening, skills assessment, and interview(s). The pre-employment process for the successful candidate may include but is not limited to physical and drug screen, reference and background checks.

Each applicant will be contacted by phone, mail or e-mail regarding his/her status in the application/selection process as it is determined by the organization.

Benefits for this position include:

Medical, Dental & Life Insurances. Employee Assistance Program (EAP), Paid Sick Leave, Paid Vacation Leave, 11 Paid Holidays, Arizona State Retirement System (ASRS), and the opportunity to participate in self-funded 457 Plan programs and a variety of supplemental insurance plans.

***Golder Ranch Fire District is a Tobacco Free Workplace
and an Equal Opportunity Employer***

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