GOLDER RANCH FIRE DISTRICT

www.grfdaz.gov

JOB ANNOUNCEMENT

Applications Specialist
Pay Grade 38 (Non-Exempt)
($23.41/hr - $31.37/hr)
Starting Wage $23.41/hr
(Estimated Annual Wage $48,695)

Primary Function:

This position will be part of the team that is responsible for the development, maintenance and support of all the database related systems and applications for Golder Ranch Fire District. This person will work with staff and technology representatives to develop new reports and processes, in addition to refining existing ones. This position's primary role is to support users with applications related to fire records, electronic patient care reporting and other existing applications. Additionally, this position provides assistance in resolving application problems for other contracted intergovernmental agencies as needed.

Minimum Qualifications:

- Must possess an Associate's Degree in Computer Science or related field from an accredited college or university recognized by the U.S. Department of Education
  OR

  Equivalent years of work experience and the ability to obtain the degree and meet this educational requirement within three (3) years of the date of appointment to the position (as a condition of employment).
- Two (2) years full-time work experience with responsibility in technical software and hardware, PC support, or any equivalent combination of experience, training, and education.
- Basic understanding of PC hardware and software.
- Basic understanding of wireless networking, wireless network components and devices to include cellular based mobile devices and tablets.
- Must possess and maintain a valid Arizona driver's license with acceptable driving record.

Preferred Qualifications:
- Experience working with SAP Crystal Reports
- Experience with ZOLL - Data Management Software
- Experience with Microsoft SQL 2008 Server systems or newer
- Experience with Microsoft Windows 2008R2/2016 systems or newer
- Experience with Microsoft Enterprise Domain Structure
- Experience working in a Public Safety networks and\or applications environment

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

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How to Apply:
        Complete the 2-step application process by clicking HERE.
        1) Complete **ALL** application questions.
        2) Attach your cover letter <u>and</u> résumé *(detailing your work history and qualifications by <u>month</u> and <u>yea</u>r)*.
        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.

<p style="text-align:center;color:red;">This recruitment is designated as "Open Until Filled"
with first screening of applications Monday, February 10, 2020 .</p>

<div style="text-align:center;">
Golder Ranch Fire District
Attn: Human Resources
3885 E. Golder Ranch Drive
Tucson, Arizona 85739
Ph: (520) 825-9001
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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.

<div style="text-align:center;">
<i>Golder Ranch Fire District is a Tobacco Free Workplace
and an Equal Opportunity Employer</i>
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