



# GOLDER RANCH FIRE DISTRICT

[www.grfdaz.gov](http://www.grfdaz.gov)

## JOB ANNOUNCEMENT

**Applications Specialist**  
Pay Grade 15 (Exempt)

**Starting Wage \$24.88/hr**  
*(Estimated Annual Wage \$51,771)*  
**\*Plus Excellent Benefits Package\***

### Primary Function:

This position is part of the team that is responsible for the 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 of application vendors to develop new reports and processes, in addition to refining existing ones. Additionally, this position provides assistance in resolving application problems for other contracted intergovernmental agencies as needed. This position has wide-ranging responsibilities internally and externally; the incumbent should have a very strong support background.

### Minimum Qualifications:

- Must possess an Associate's Degree from an accredited college or university recognized by the US Department of Education, and two (2) years of related experience  
**OR**
- High school diploma or GED equivalent and four (4) years of related work experience.
- Intermediate understanding of PC hardware and software.
- Intermediate understanding of applications support.
- 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](http://www.grfdaz.gov)**

**Complete the application process** through the ADP website by clicking [HERE](#). *If your application is incomplete, you will **not** be selected to move forward in this process.*



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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 Tuesday, July 27, 2021.**

**Selection process may consist of:**

Application screening, skills assessment, credibility assessment, and interview(s). The pre-employment process for the successful candidate may include, but is not limited to background checks (i.e. driving record, criminal history, etc.), physical examination, drug screen, and reference checks.

**Candidate Notification:**

*All candidate notifications will be completed by email. Please ensure you have entered your email address correctly before submitting your application. Notification, whether selected to move forward or not, will be completed no later than 5:00 pm, Friday, July 30, 2021.*

**Benefits for this position include:**

Medical, Dental, Vision, and Life Insurances, Employee Assistance Program (EAP), Paid Time Off (PTO), 11 Paid Holidays annually, Arizona State Retirement System (ASRS), the opportunity to participate in self-funded 457 Plans and a variety of supplemental insurance plans.

**Preference Points defined:**

The District will apply civil service preference points for veterans pursuant to ARS §38-492.

**Reasonable Accommodation Request:**

Applicants with disabilities requiring reasonable accommodation for this process must contact Human Resources at (520) 825-9001 option 6, no later than 5:00 pm, Thursday, July 22, 2021.

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