SOUTH KING FIRE & RESCUE

www.southkingfire.org

South King Fire & Rescue
JOB ANNOUNCEMENT

POSITION TITLE: **IT SYSTEMS ADMINISTRATOR** **(NON-EXEMPT)**

OPEN DATE: **June 14, 2016**
CLOSE DATE: **July 22, 2016**

South King Fire & Rescue (SKFR) proudly serves the communities of Federal Way and Des Moines, WA with quality Fire and Emergency related services. SKFR currently seeks qualified candidates to interview for a newly created IT Systems Administrator position. Details of the position and application process are described below.

APPLICATION PROCESS & DEADLINE:

Application and supplemental questionnaire are available for download from SKFR's website at www.southkingfire.org. The application packet should include a completed application, supplemental questionnaire, cover letter, and a resume. The resume should include a detailed work history, education, certificates, professional affiliations, and references.

Application packets may be submitted by email or by US Mail to one of the following:

E-Mail: mary.stevens@southkingfire.org

US Mail: South King Fire & Rescue, Human Resources
31617 1st Ave So. Federal Way, WA 98003

HIRING PROCESS:

- Completed application packets must be received by 4:00 PM on Friday, July 22, 2016
- Selected candidates will be contacted for initial screening interviews
- Top candidates from initial screen interview will be invited back for second interview
- Final candidate will be extended a conditional offer of employment, pending successful reference checks, background investigation, credit check, and drug screening
- Estimated hire date is September 1, 2016

SALARY AND BENEFITS:

Beginning Salary is $75,000 per year (DOQ) plus a benefits package consisting of the following:

- Medical and Vision coverage for employees and family members
- Dental coverage for employees and family members
- Life Insurance
- Long Term Disability Insurance
- Pension plan under PERS Washington State Dept. of Retirement Systems
- Deferred Compensation Plan with Employer Contribution
- Paid Sick Leave, Vacation and Holidays

ADDITIONAL INFORMATION:
Applicants must complete all requested application materials to be considered for employment.

For additional assistance contact HR Administrator, Mary Stevens
Phone: (253) 946-7255 or Email: mary.stevens@southkingfire.org