



JEFFERSON COUNTY SUBURBAN FIRE SERVICE

410 South Fifth Street, Room 331
Louisville, Ky. 40202
Phone (502) 572-3455 Fax (502) 572-3498
www.jeffcofire.com

Organizations: Jefferson Co. Fire Chiefs, Fire Fighters, Fire Inspectors, Fire Instructors, Fire Trustees, Public Information Education & Recruitment and Special Operations Teams

EMPLOYMENT OPPORTUNITY

Job Title: Executive Fire Administrator, Jefferson County Suburban Fire Service (JCSFS)

Salary: \$30,000 Annual (July 1, 2019 – June 30, 2020; subject to funding *)

\$20.00 Per Hour (paid bi-weekly) for interim training period thru June 30, 2019

* POSITION CONTINGENT ON ANNUAL FUNDING OF JCFA BUDGET BY LOUISVILLE METRO

Benefits Provided: CERS if Applicable, Discretionary Use of 40 Hours Paid Leave Annually

Application Period: February 1, 2019 – February 28, 2019

Resume Submission: Via Fax or USPS to Jefferson County Suburban Fire Service Office – Attn: Terri Livers

Email: Terri.Livers@Louisvilleky.gov

(Final applicants will be subject to background check before decision to hire.)

BASIC JOB DESCRIPTION:

- maintain JCSFS office currently located within EMA/MetroSafe (410 S. Fifth Street, # 331)
- support JCSFS and various groups that comprise Jefferson County Fire Alliance (JCFA)
- administration of JCFA budget; processing of accounts payable/receivable, distribution of financial reports, monthly reconciliation
- preparation and distribution of annual and monthly calendar of meetings; agendas and support documents for Jefferson County Suburban Fire Service, Jefferson County Fire Chiefs, and Jefferson County Fire Alliance; attend and record meetings of the same
- collection and common contact for fire trustee appointments; advertising for property trustee election notice and annual financial publication
- distribution point for general JCSFS communications including MetroCall service requests
- provide weekly filing assistance to fire districts (board minutes); annual tax rate filing with Jefferson County Clerk & Kentucky Department of Revenue
- weekly download and distribution of building permits/monthly certificates of occupancy
- produce annual tax rolls, parcel maps; update & distribute fire tax assessment/collection reports
- production of firefighter identification cards
- maintain JCFS eligibility list (as needed), trustees, and fire chief contact lists
- billing/maintenance manager for Jefferson County Fire Service dental and vision plans
- maintain annual collection of statistical data from fire districts (calls for service, members)
- submit regularly scheduled legislative reports to Kentucky Ethics Commission
- other duties as assigned or required

Qualifications and Education Requirements: AA or Higher; Experience & Work History to be Considered

Preferred Skills: Office Administration & Time Management, Proficient in MS Office, QuickBooks, LOJIC/Arcview
Knowledge of KRS Chapter 75 Fire Protection Districts
Ability to work with/for Multiple Agencies & Groups