



POSITION VACANCY

ADMINISTRATIVE COORDINATOR – EMS OPERATIONS

COUNTY OF MONTGOMERY

#110514-1

Montgomery County has a full time position available to provide administrative support for Emergency Services operations. Essential duties include but are not limited to: provide administrative support to Fire & EMS staff to collect and retain information to meet documentation retention guidelines; process invoices and credit statements, assist in development of purchase orders for supplies and equipment; develop and maintain competency with pre-hospital recordkeeping, scheduling and re-supply software; assist in the development, implementation and operation of service billing/revenue recovery program; coordinate meetings and events for Fire & EMS staff; coordinate with Human Resources for retention of Fire & EMS training records; and other/similar administrative responsibilities.

High School Diploma or equivalent with at least one year of related coursework required; Associate degree preferred. Successful candidate will have operational knowledge of Fire & EMS operations, prior experience with accounting and demonstrated proficiency in the use of MS Office, including Word, Excel, and Outlook; and ability to maintain confidentiality and to communicate effectively exercising both excellent written and verbal skills to a diverse group of people.

Salary range: \$40,001 - \$64,002/year; actual starting rate depending upon experience and qualifications. Also includes excellent benefits package including paid health, dental, Virginia Retirement System and 401k/457 retirement, holidays/leave time, optional benefit plans, onsite health clinic, wellness programs, tuition/educational assistance, public sector loan forgiveness, and much more! Qualified candidates should apply at: <http://www.montgomerycountyva.gov/hr>. Application review begins immediately; job posting through **Tuesday, August 23, 2022 unless filled**. To request an application accommodation for disabilities, contact Human Resources at 540.394.2007

Montgomery County, VA is committed to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates including women, minorities, persons with disabilities, and veterans. As an Equal Opportunity Employer and certified Virginia Values Veterans (V3) organization, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/gender, national origin, disability or protected veteran status.

