



ADMINISTRATIVE COORDINATOR
FIRE-EMS Department
MONTGOMERY COUNTY, VA
#332004-1

Montgomery County, VA has a full-time **Administrative Coordinator** position available to provide administrative support for Fire and EMS operations. Essential duties include, but are not limited to: provide administrative support to Fire & EMS staff; collect and retain information to meet documentation retention guidelines; process invoices and credit statements; assist in development of purchase orders for supplies and equipment; assist in the 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. This position will cross-train with the administrative manager on all aspects of daily operations.

High School Diploma or equivalent with at least one year of related coursework required; Associate degree preferred. Successful candidate will have 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: \$44,129-52,955; dependent on experience and qualifications. Also includes excellent benefits package including health, dental, vision, Virginia Retirement System and 401 & 457 retirement options, holidays, 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> by **Friday, August 15, 2025**. 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.

