



Fauquier County Fire Rescue Staffing Administrator

Fauquier County Fire Rescue System is looking for a Staffing Administrator to join our team! This position performs specialized administrative and technical work in support of Fauquier County Fire and Rescue operations.

Primary duties include;

- Managing the departments staffing schedules through Telestaff (Kronos),
- Processing payroll, reviews and reconciles timecards during each payroll cycle,
- Prepares payroll corrections and adjustments with appropriate documentation,
- Administering leave programs in compliance with department policies, county regulations, and FLSA requirements.
- Assists with personnel actions such as new hire, reassignments, bid moves, and evaluation tracking.

We offer a competitive salary and comprehensive benefits package to include but not limited to:

- Medical, dental, vision, and prescription coverage,
- Annual leave, sick leave, and 2 personal days accrued each fiscal year,
- Virginia Retirement System pension plan & a life insurance policy 2X annual salary,
- 457B individual retirement plan,
- Free health care through our Fauquier County Employee Wellness Center...and so much more!

To submit your cover letter, resume and application, please visit

<https://fauquiercountyva.munisselfservice.com/ess/> or email Jessie.Shepard@fauquiercounty.gov.