



## Human Resource Administrator

Durango Fire Protection District (DFPD) believes that hiring qualified individuals to fill positions is essential to the overall strategic success of DFPD. Each employee is hired to make significant contributions to DFPD.

We are currently taking applications for a Human Resource Administrator. The position is full-time, salaried, exempt with full benefits.

### **Qualifications to apply:**

- College degree, with Bachelor's preferred
- SHRM Certified Professional, (SHRM-CP) credential preferred
- Three years of proven Human Resources experience with a preference in public sector

**To be considered for the interview process the following items are due no later than Friday, March 24, 2017 at NOON MDT.**

1. Cover letter explaining the experience, knowledge and skills to meet the criteria in the job description
2. Application for Employment – all sections completed
3. Résumé

The hiring process will consist of an interview, in-box exercise, and scenario resolution. Applications will be reviewed the week of March 27<sup>th</sup>, with interviews scheduled for the week of April 3<sup>rd</sup>, 2017.

Salary range starts at \$56,100 and is subject to experience.

Please contact Liz James for an employment packet at 970-382-6021, or download the job description, cover sheet and application from our website at [www.durangofirerescue.org](http://www.durangofirerescue.org) (select "Employment" in left sidebar)