



CITY OF PIGEON FORGE FIRE DEPARTMENT

The City of Pigeon Forge is seeking to hire a **Full-Time Fire Administrative Assistant**. This position reports directly to the Deputy Fire Chief and Fire Chief. The city offers a highly competitive compensation and benefit package.

JOB DESCRIPTION: This is responsible administrative and accounting work involving the coordination and administration of the Fire Department operations for the City of Pigeon Forge. Activities associated with the job include performing a variety of administrative duties for the Fire Chief and Deputy Fire Chief, outreach and public relations activities including speaking engagements, providing tours and educational briefings for groups to inform them of the Fire Department's operations and emergency response activities and assisting with ensuring the proper maintenance and operation of all emergency response vehicles and equipment. Additional activities include assisting with the coordination of purchasing and procurement activities for the department, assisting with the coordination of the volunteer program, interacting with vendors to ensure the accurate and timely payment of invoices and participating in public education and safety awareness activities.

QUALIFICATIONS: Graduation from an accredited high school; some college or additional coursework in office administration or related field preferred; a minimum of two years of experience as Administrative Assistant or a related field; sufficient strength and agility to perform the job in a variety of weather conditions; good decision making and interpersonal skills; ability to accurately deal with detailed information; ability to handle confidential and complex information; excellent written and verbal communication skills, considerable experience working with computer software applications, ability to multi-task and organize; considerable knowledge of NFPA, OSHA, TOSHA and EPA regulations pertaining to fire fighting and hazardous materials; ability to respond to emergency situations in a timely and appropriate manner.

SPECIAL REQUIREMENTS: -A minimum age of 18 years; U.S. citizen; Possession of a valid Driver's License from your state and the ability to obtain a Tennessee license; Must reside in State of Tennessee no further than 30 road miles from the Pigeon Forge Fire Station #1 or Fire Station #2 within 6 months hire; Cannot have been convicted or plead guilty, or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor or controlled substances; Must maintain certification in CPR.

Applications can be completed online at <http://cityofpigeonforgetn.gov> under the human Resources Link or picked up at the Fire Department located at 3221 Rena Street, Pigeon Forge, TN 37863 Mon-Fri 8am-4:30pm. A resume and certificates must be submitted along with application. Mail applications/resumes to: City of Pigeon Forge, Attn: Human Resources/Firefighter, P.O. Box 1350, Pigeon Forge, TN 37868-1350. **Applications must be post marked by: Monday, February 8, 2021.**

The City of Pigeon Forge is an Equal Opportunity Employer and considers applicants for all positions, including those that are federal or state sponsored, without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. The City is committed to complying with both Titles VI and VII of the *Civil Rights Act of 1964 (42 U.S.C. 2000d)*. The City is a Drug-Free Workplace, and all applicants are subject to a background check, baseline physical, driving history check, and drug testing in accordance with City policy.

Posted 1/22/2021