



The City of Rochester invites applications for:

Administrative Services Coordinator

Fire Department Mission Statement

Your Rochester Fire Department will compassionately solve problems that threaten life, health and property.

DEI Statement: *To build a vibrant and equitable city, we strive to be an organization where all teammates are treated with dignity and respect. The City of Rochester is committed to being a place where a diverse mix of talented people want to come, to stay, and to be their best as part of a vibrant, compassionate, and innovative team.*

Nature of Work

The Administrative Services Coordinator provides high-level administrative and professional support to the Fire Department Leadership Team. Job duties include, but are not limited to: preparing and executing the Fire Department budget; assisting in the development and management of the department's Capital Improvement Budget; coordinating facility-related maintenance and repairs; managing the process of securing grants and other supplemental funding for the Fire Department; serving as the primary Fire Department representative to support civil service and examination process requirements; providing leadership and supervision to assigned administrative teammates; overseeing, developing, and executing department processes, procedures, and guidelines; and completing other related duties as assigned.



MINIMUM QUALIFICATIONS

Education and Experience

A Bachelor's degree in public or business administration/management, Finance, Accounting, or related field and three years of full-time experience performing similar responsibilities.

Desirable qualifications include experience in a supervisory or leadership capacity; project management, grant administration, and/or budget forecasting; and performing similar work in a public sector agency.

POSITION COMPETENCIES

Financial Acumen – interpreting and applying understanding of key financial indicators to make better business decisions.

Manages Complexity – making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems.

Optimizes Work Processes – knowing the most effective and efficient processes to get things done, with a focus on continuous improvement.

Ensures Accountability – holding self and others accountable to meet commitments.

Interpersonal Savvy – relating openly and comfortably with diverse groups of people.

Courage – stepping up to address difficult issues, saying what needs to be said.



Starting Salary: \$91,748 to \$99,844 with advancement up to \$134,923 and includes an excellent benefits package

Applications submitted by October 24, 2021 will receive priority consideration.

For more information and to apply online visit

<https://www.rochestermn.gov>