



Human Resources Supervisor Position Opening

The Fairmount Fire Protection District has an immediate opening for a Human Resources Supervisor. This is a full-time, FLSA non-exempt position.

The human resources supervisor provides leadership for organizational strategies, policies, and procedures by helping to achieve FFPD goals, including our commitment to diversity, equity, and inclusion. This position oversees onboarding/offboarding processes; protection of confidential employee and district information; administration of the district's benefit programs; and helps maintain a respectful, equitable, and productive work environment.

The human resources supervisor is responsible for the human resources programs of the district and performs duties at the professional level including recruitment/hiring, employment law compliance, personnel files maintenance, protection of confidential employee and district information, and administration of the district's benefit programs, including renewing contracts, reviewing bids for district benefits, advising employees on benefits questions, and resolving benefits claims.

Competitive Salary and benefits package include:

- Medical, dental, and vision insurance
- Matching contribution to 401(a) retirement plan
- Life and disability insurance
- Starting salary \$88,412 – \$128,650 (\$42.51-\$61.85/hourly) depending on qualifications

Minimum Qualifications:

- Minimum of three years' experience in human resources or related field
- Possess a bachelor's degree in business HR management, or related field
- Prefer a professional certification in Human Resource body of knowledge, or related certificate

To Apply:

Submit a current resume and cover letter to amy.rogers@arvadafireco.gov or mail to:

Fairmount Fire Protection District

4755 Isabell St.

Golden, CO 80403

Applications will be accepted until the position is filled. View the complete job description at www.fairmountfire.org

Offers of employment are contingent upon passing a drug screen and background check (employment, criminal, motor vehicle). Employees will be notified of any potential or actual adverse decision made based upon the results of a background check in accordance with federal and state law.

Fairmount Fire Protection District is an Equal Opportunity Employer