

# Albany County Fire District #1



PO Box 2440

Laramie, WY 82073

[albanycountyfd1@hotmail.com](mailto:albanycountyfd1@hotmail.com)

September 2, 2022

## DISTRICT COORDINATOR JOB ANNOUNCEMENT

**Albany County Fire District #1 (ACFD) is seeking Letters of Interest (LOI) from interested persons to fill the newly created District Coordinator Position**

Salary Range \$30,000-\$50,000, benefits available

Class Title: District Coordinator

FLSA Status – Exempt

Application Deadline: Midnight, Friday, September 23, 2022

**For complete job description, please visit: [albanycountyfd1.com](http://albanycountyfd1.com)**

General Description:

Under general supervision, coordinates, plans, organizes and directs non-emergency activities related to administrative liaison, training, fire suppression, structural safety, and rescue companies. Performs administrative functions, assisting Department Chiefs in the planning, implementation and training of District-wide programs involving personnel, budgetary proposals, equipment and apparatus, as well as grant writing.

ACFD will accept LOIs from interested persons through midnight, **Friday, September 23, 2022**. LOIs can be emailed to [hawkinsforacfd1@gmail.com](mailto:hawkinsforacfd1@gmail.com) or mailed to ACFD, PO Box 2440, Laramie, WY 82073. LOIs should include:

1. Name, address, phone number and email address
2. Education and Experience
3. Knowledge, Skills and Abilities
4. Licensing/Certification
5. Statement of interest, including why interested person desires to serve as the District Coordinator

ACFD reserves the right to accept or reject any LOI for any reason. ACFD in its sole and absolute discretion may conduct interviews of any interested person. Interviews may be conducted publicly or in executive session.