# *Bainbridge Island Fire Department*
## *Employment Opportunity*

## Hiring Announcement –
## Information Technology Administrator

### THE POSITION

The Bainbridge Island Fire Department is seeking to fill its vacant Information Technology Administrator position. Major duties include end-user support and technical assistance on the use of computer systems and software applications for the Fire Department, which includes approximately 25 workstations throughout three fire stations and technology deployed for use during response operations, as well as network management. This is a full time, represented position that works a flexible 40-hour per week schedule. Salary of $10,000 per month for 2022. Advanced knowledge of Windows Active Directory and Office 365 is a requirement. The minimum qualifications for the position are listed in the approved job description that accompanies this announcement.

### THE DEPARTMENT

The Department provides fire suppression, BLS and ALS emergency medical services, and a variety of specialty services including technical rescue, marine firefighting and wildland response to the 24,000 residents of Bainbridge Island. The 50 full time personnel and 30 volunteers work from three stations to provide coverage to the 28 square miles of the district. Technology permeates all facets of daily operations including emergency medical calls, fire response, fleet management and administrative duties. Please refer to the BIFD Information Technology Plan posted on the Department website for a complete picture of the Department's IT strategic direction.

### APPLICATIONS

Cover letter and resumes will be accepted until the position is filled. If you need special accommodations please send an email to applications@bifd.org using 'Special Accommodation Request' in the subject line and include your contact information in the body of the email. A thorough background check will be completed prior to a final hiring decision. **Please submit cover letters and resumes only!  DO NOT include certificates, letters of recommendation, etc. at this time.**

> ➢ *Applications that are mailed to the Department or dropped off in person will not be considered.*

**TO APPLY:  Email your resume to applications@bifd.org.**

**Questions can be directed to applications@bifd.org.  Please include 'ITA Question' in the subject line.  Applications will be accepted until the position is filled.**

**The BIFD website can be found at: http://www.bifd.org.**