**Keystone Valley Regional Fire District**

**P.O Box 180**

**Pomeroy, PA 19367-0180**

**Parkesburg Borough, West Sadsbury Township & Highland Township**



**Recruitment Announcement**

**Part-Time Position**

**Position:** Fire District Administrator

**Reports to:** Fire District Commission Board

Opening Date: 07-01-2020

Closing Date: 08-31-2020

Schedule: Flexible - Hours to be determined upon interview

Pay Rate: To be negotiated with Board

**GENERAL SUMMARY**:

The Fire District Administrator (FDA) shall serve as the Liaison for the District. The fundamental reason this position exists is to assure operational direction, management and delivery of high-quality Emergency Services to the Municipalities of the Fire District. The FDA provides the District’s strategic direction, leads the operational and administrative function, and is the day to day liaison between the Fire District and the Emergency Service Providers. These duties and responsibilities are carried out under the governance of the Fire District Commission.

Please remit your resumes to **kvrfd@kvfd8.com** or PO Box 180 Pomeroy, PA 19365

C/O District Representatives by **August 31, 2020**.