

# JOIN **OUR** TEAM



CAREER OPPORTUNITIES  
HR DIRECTOR



PROFESSIONALISM ~ INTEGRITY ~ COMPASSION





# GREATER NAPLES FIRE RESCUE DISTRICT

## HR DIRECTOR

## About Us

The organization is the largest independent fire district in the State of Florida, providing emergency response and life safety services to the Chokoloskee, Everglades City, Golden Gate, East Naples, Isles of Capri, Port of the Islands, and surrounding communities. The Fire District is governed by a Board of five elected Fire Commissioners, and proudly staffs 240 uniform firefighters and civilian support staff. The Fire District deploys emergency apparatus from 16 fire-rescue stations. In addition, the Fire District manages a variety of support operations from six additional facilities including Administration, Fire & Life Safety, Training and Special Operations, Logistics, and Fleet Maintenance.

Our fire service professionals provide services to more than 160,000 residents living and working within the District's 1,512 square miles.

## Mission, Vision, Values

### The Greater Naples Fire Rescue

**District** is a high performance emergency service provider. Our **MISSION** is to protect life and property by providing emergency response services and education for the residents, businesses and visitors of our community.

Our **VISION** is to increase response effectiveness, enhance professionalism and operational efficiencies and use taxpayer dollars responsibly, while holding ourselves accountable to earn your trust. This vision guides us daily as we serve our community and visitors.

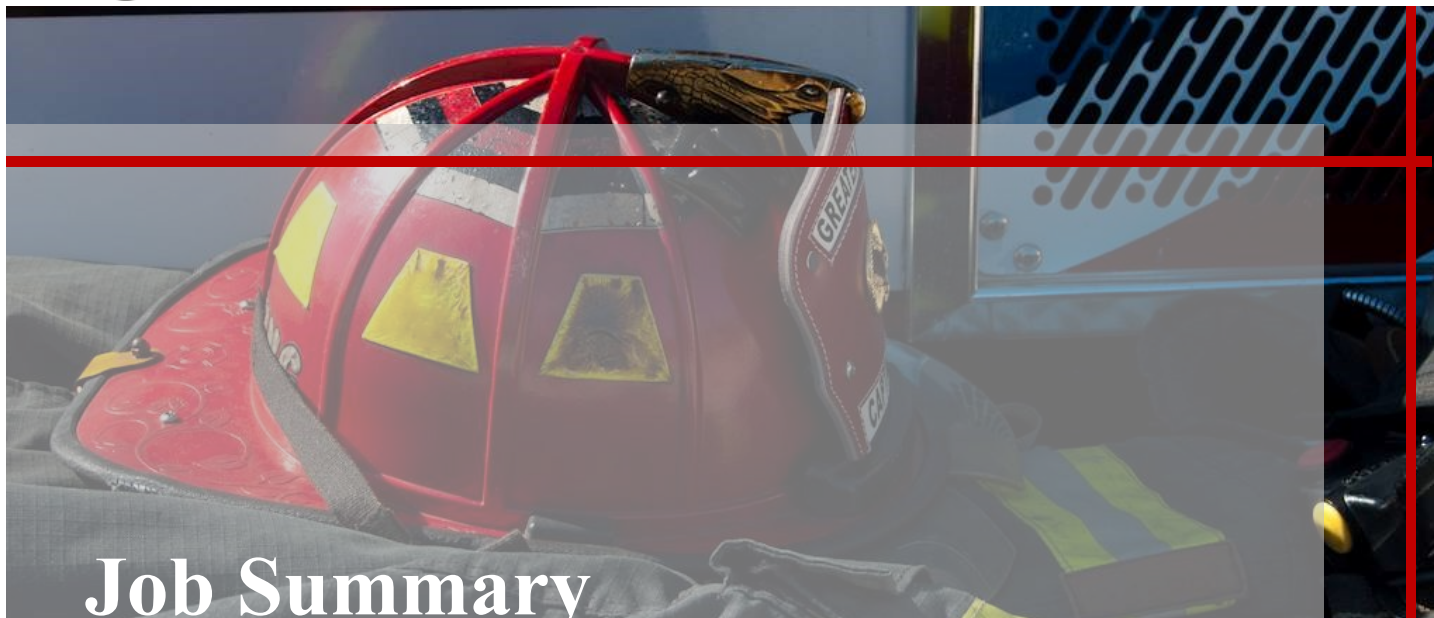
The Fire District's core **VALUES** include Professionalism, Integrity and Compassion. Our membership strives to meet these in every aspect of their service delivery and community outreach.





# GREATER NAPLES FIRE RESCUE DISTRICT

## HR DIRECTOR



## Job Summary

The Human Resources Director for the District is responsible for all human resources functions and assigned employees thereunder for the District and reports directly to the Fire Chief. The Human Resource Director directs, coordinates and manages activities for the District's Human Resources Department in compliance with Federal and State mandates, District policy and guidelines, and regulations governing employment practices and union bargaining agreements.

## Compensation and Benefits

Salary Range- \$90,000—\$120,000 Full time employees are eligible for additional pay based on certificates and education. Attractive benefits package including, medical, dental, vision, life insurance, short/long term disability, paid time off, and inclusion in the Florida Retirement System.

## How to Apply

1. Read over the document pertaining to the position and email cover letter and resume with copies of certifications/licenses/degrees to Pam@ees.solutions.
2. If you prefer, mail cover letter and resume to Engage Employment Solutions, LLC  
Attn: Pam Schwartz 381 Butler Ct. Marshall, MI 49068
3. Employment application will be emailed for completion upon receipt of cover letter and resume.



# GREATER NAPLES FIRE RESCUE DISTRICT

## HR DIRECTOR

### Position Requirements

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- Bachelor's degree in Human Resource Management, Labor Studies/Relations, Personnel Administration or related field (Master's degree preferred)
- Minimum seven (7) years of progressively responsible experience in human resource administration, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.
- SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credentialing
- Must possess and maintain a valid Florida Driver license, class "E" and a driving record which meets or exceeds minimum the District's driving standards
- Shall demonstrate a record of attendance at further training to maintain current knowledge in all areas of their job by attendance at recognized seminars, conferences, and training programs
- General knowledge of information technology related systems and programs to include, but not limited to Microsoft Outlook and other related programs and platforms
- Demonstrate the ability to respond to common inquiries or complaints from employees, customers, regulatory agencies, or members of the business community
- Demonstrate the ability to exercise sound judgment in stressful situations
- Demonstrate the ability to promote a positive morale among all personnel
- Demonstrate the ability to delegate workload equally and perform their share without intervention of superiors
- Possess the skill and demonstrate the ability to work cooperatively with others, build consensus and achieve organizational goals
- Demonstrate the ability to effectively present information to the Fire Chief, Deputy Fire Chief, Chief of Staff, members of the management team, public groups, and/or the Board of Fire Commissioners
- Demonstrate effective communication skills and maintain the ability to address individual or group needs while meeting the goals of the greater organization

Additional requirements if selected will include: background check, submitting a Driver's License record, pre-employment physical, and drug screening.

### Application Deadline

**Resumes will be accepted through February 9, 2024.** Resumes should be accompanied by a cover letter with copies of certifications/licenses/degrees and emailed to [Pam@ees.solutions](mailto:Pam@ees.solutions) in order to be considered. Employment Application will be emailed upon receipt of resume with directions for completion and return. Incomplete applications will not be processed. To claim Veteran's preference, a copy of your DD214 or relevant documentation must be submitted at the time of application.

All resumes and applications may also be mailed in a sealed envelope to:  
Engage Employment Solutions, LLC  
Attn: Pam Schwartz  
381 Butler Ct.  
Marshall, MI 49068



GREATER NAPLES  
FIRE RESCUE  
DISTRICT

Greater Naples Fire Rescue District is an equal opportunity employer regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, sexual orientation, political affiliation or belief. The District is a Drug-Free Workplace and an E-Verify participating employer.