

JOIN OUR TEAM



CAREER OPPORTUNITIES
HR SPECIALIST- BENEFITS
COORDINATOR



PROFESSIONALISM ~ INTEGRITY ~ COMPASSION



GREATER NAPLES FIRE RESCUE DISTRICT

HR SPECIALIST- BENEFITS COORDINATOR

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 250 uniform firefighters and civilian support staff. The Fire District deploys emergency apparatus from 15 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.

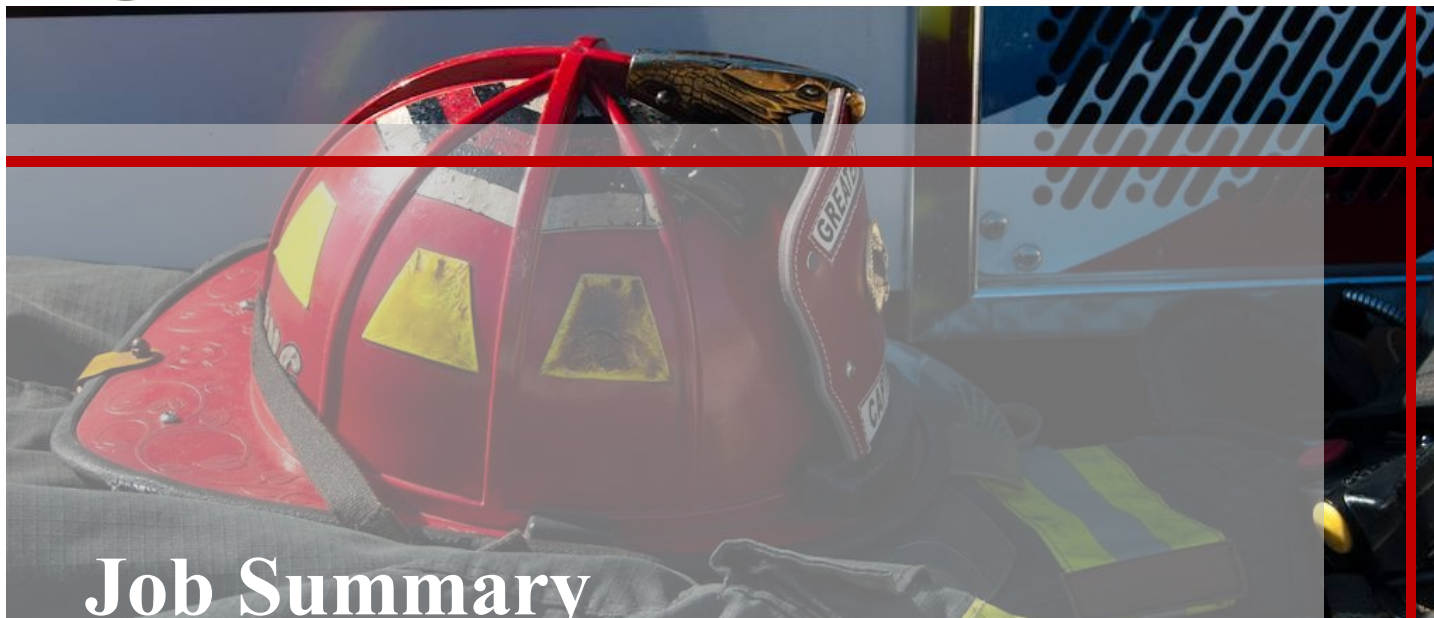
The Fire District's core **VALUES** include Professionalism, Integrity and Compassion. Our membership strives to meet these in every aspect of their service delivery and community outreach.





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HR SPECIALIST– BENEFITS COORDINATOR



Job Summary

The Human Resource Specialist – Benefits Coordinator (HRS-BC) for the District is responsible for employee benefit and leave programs and operational and administrative tasks related to payroll. This position reports directly to the Human Resource Director. The Human Resource Specialist will process various benefit activities, including medical, dental, vision, and life insurance for new hires, as well as life event changes, tuition reimbursement, flexible spending, retirement plans, death claims, etc. The position is also responsible for the management of employee leave programs and leave vendors for FMLA, personal leaves, ADA, disability and workers' compensation. This position provides guidance and support to the Human Resource Director and employees related to employee benefits, leaves, workers' compensation and disability benefits.

Compensation and Benefits

Minimum Starting Salary- \$52,896 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. Visit www.GreaterNaplesFire.org
2. While on the home page, click on the Resources tab.
3. On the drop down, click on Employment Opportunities.
4. Read over the document pertaining to the position and click on the [application](#).
5. Submit your completed employment application along with a cover letter, resume, and certifications.
6. All Applications must be hand delivered or mailed in a sealed envelope to Greater Naples Fire Rescue District Attn: HR Director 14575 Collier Blvd. Naples, FL 34119



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Position Requirements

- ⇒ High school diploma required; Bachelor's degree in Human Resource Management, Labor Studies/ Relations, Personnel Administration or related field strongly preferred.
- ⇒ Minimum five (5) years of progressively responsible experience in human resources, payroll processing, and/or employee benefits.
- ⇒ Minimum two (2) years of experience in leave administration, workers' compensation and employee relations work.
- ⇒ IPMA-HR Certified IPMA-CP or IPMA-HR Certified IMPA-SCP, SHRM Certified PHR/SPHR, SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credentialing preferred.
- ⇒ 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 is required.
- ⇒ Shall demonstrate a record of attendance of further training to maintain current knowledge in all areas of his/her 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 Office (Word, Excel, Power Point, etc.) and other related programs and platforms

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

Application Deadline

Applications will be accepted until the position is filled. Employment applications should be accompanied by a cover letter, resume, and certifications in order to be considered. **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:
Greater Naples Fire Rescue District
Attn: HR Director
14575 Collier Blvd
Naples, FL 34119



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.

For more information regarding career opportunities, visit our website <https://www.greaternaplesfire.org/>