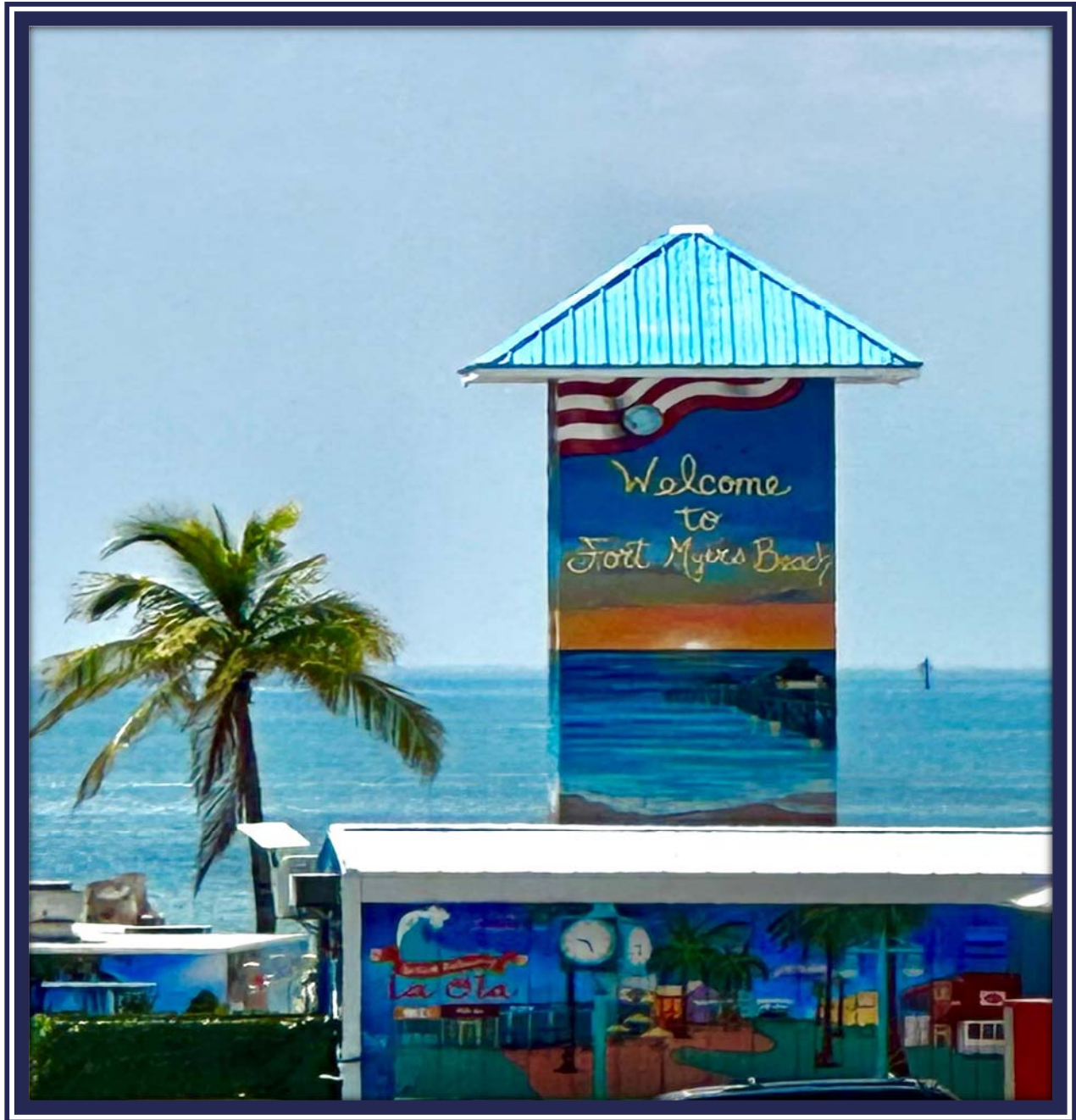


**THE FORT MYERS BEACH FIRE CONTROL DISTRICT
IS SEEKING QUALIFIED APPLICANTS FOR THE POSITION OF
HUMAN RESOURCE GENERALIST**



FORT MYERS BEACH FIRE CONTROL DISTRICT

The Fort Myers Beach Fire Control District is located in Southwest Lee County, Florida, covering the islands of Estero and San Carlos, as well as nearby areas. Our team provides services to a population of approximately 9,000 full time residents (pre-Hurricane Ian), over 40,000 peak season residents, and over 1.8 million visitors each year. In addition to a significant population increase in peak season, Estero Island is a well-known and highly frequented Spring Break destination for visitors around the world. The Fort Myers Beach Fire Control District covers a ten square mile area out of four facilities strategically placed within the District, as well as responds to many areas of Southwest Florida through an automatic aid and closest unit response system.

The District began as a volunteer fire department in 1949 by the Beach Improvement Association, Inc. The District incorporated as the Fort Myers Beach Fire Control District in 1950 with an estimated population of only 2,500 residents. Since, the Fort Myers Beach Fire Control District has become a full-service career emergency response organization protecting the residents and visitors of this highly sought after location.



The Fort Myers Beach Fire Control District provides a variety of services to include a multitude of fire suppression activities, Emergency Medical Advanced Life Support (ALS) on all apparatus, ambulance transport, technical rescue, hazardous materials incident response, and a variety of other emergency and non-emergency services.

The organization's total annual operating budget is approximately \$14,370,000, which is primarily funded through property tax collection and fees for services.



POSITION QUALIFICATIONS

Experience:

- Five (5) years of full-time experience in an administrative role for a public institution, special district, or similar organization.

Education:

- Associate degree from a regionally accredited institution; Bachelor degree preferred.
- Ability to obtain Professional Human Resource (PHR) Certification or similar within two (2) years of hire.

Certificate or Licenses:

- Must possess and maintain, or be eligible to obtain within 30 days of appointment, a valid Florida driver's license.
- FEMA National Incident Courses IS-100, IS-200, IS-700, and IS-800 within six (6) months of hire.

POSITION REQUIREMENTS

See Human Resource Generalist Job Description for specific position requirements.

COMPENSATION AND BENEFITS

- **The annual estimated total Compensation Package is valued at \$115,542.**
Will vary based on starting pay. The Above Includes: Base Salary, Averaged Overtime, Holiday Pay, Family Health, Dental & Vision, Florida Retirement Service District Contribution, and Short and Long Term Disability).
- **Base Pay:** The base Probationary Salary is \$72,853 – \$75,400.
Non-Probationary Salary range is \$75,400 to \$93,224.
Probationary Period is typically 1 year
- **Employee and Family Healthcare:** The District is proud to provide 100% Employee Healthcare, valued at \$14,840 annually. Full Family Health, Dental and Vision coverage is also provided at an employee co-share of 15%. Family health benefits are valued at an average of \$25,001 annually before co-pay. The District also provides a pre-tax plan for the cost of medical related expenses through a Flexible Spending Account (FSA) under the Internal Revenue Service Section 125 Plan.
- **Retirement:** An excellent retirement plan is provided by the District through the Florida Retirement Services (FRS). The employee contributes 3% of wages, and the District contributes 13.63% of gross salary, equaling a total contribution of 16.63%. Additional retirement plans are available in the form of a 457 Deferred Compensation Plan, as a deduction from employee pay.
- **Personal Paid Leave (PPL):** PPL, Holiday Pay, and other benefits can be found in the Non-Exempt Employee Work Periods and Benefits Plan. Available upon request.

- ***Education, Development and Training:*** Education, Development, and Training is highly encouraged by the District and funded for the employee through a rewarding Education Plan.

This document does not facilitate an agreement, promise, or guarantee regarding its contents. The most current version of the District 3 Collective Bargaining Agreement which outlines the entire agreement for the position of Firefighter Paramedic is available upon request.

THE APPLICATION PROCESS

Applications are available online at www.FMBFireFL.gov, and at the Fort Myers Beach Fire Control District Headquarters offices located at 100 Voorhis Street, Fort Myers Beach, Florida 33931.

Applications must be filled out completely, to include any identified supplemental information. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of an application. The position may remain open until filled; however, the first round of applications must be received by **4:00 pm Eastern Standard Time, on January 20, 2025**. Submittal of applications can be via e-mail, US Postal Service (or equivalent), and in person. To submit your application online, please send your completed application with any certifications and supplemental documentation to Apply@FMBFireFL.gov.

The organization will screen applications as they are received and will notify the candidate of receipt. All application information will remain confidential and references will not be contacted until finalists are chosen, except where law prohibits. All dates are subject to change.

*Further date notifications and scheduling will be made after application.
Persons needing an accommodation to apply should contact our Administrative Office at 239-590-4200.*

Equal Opportunity Employer/Drug-Free Workplace/At-Will Employer/Veterans Preference