



Accepting applications for:

Fire Administrative Coordinator

Iowa City Fire Department

Application Deadline: Friday, July 31, 2026

Visit www.icgov.org/jobs to apply online

Permanent full-time position available

Salary Range: \$64,147.20 – \$88,774.40 (starting wage contingent upon experience)

Hours: Monday – Friday, 8:00am – 5:00pm

Job Summary:

Serves as principal administrative support staff to the Fire Chief and command staff. Serves as the primary point of contact for the public and external agencies during business hours. Serves as secretary to the Fire Chief. Performs specialized office management functions for the Fire Department.

Minimum Education, Experience, Certification/Licensure, Other:

Associate's degree in office management or equivalent combination of education and experience. Must pass criminal background check.

Preferred Education, Experience, Certification/Licensure, Other:

Bachelor's degree from an accredited educational institution; or four years of related experience and/or equivalent combination of education and experience. Degree in Business Administration or related. Experience in executive administration and budgeting.

More Information:

A full job description including a listing of essential duties and responsibilities and necessary knowledge, skills and abilities is available at www.icgov.org/jobs under Job Descriptions.

The City of Iowa City is an eligible employer under Public Service Loan Forgiveness Program. Please visit the [PSLF website](#) for more information.

*IT IS THE POLICY OF THE CITY OF IOWA CITY TO AFFORD EQUAL EMPLOYMENT OPPORTUNITIES
FOR ALL EMPLOYEES AND POTENTIAL CITY EMPLOYEES. DISABILITY-RELATED ACCOMMODATIONS
CAN BE REQUESTED AT 319-356-5020 OR jobs@iowa-city.org.*

