

**GRAND FIRE PROTECTION DISTRICT NO. 1  
JOB ANNOUNCEMENT**



**ADMINISTRATIVE ASSISTANT** Full Time; FLSA Non-Exempt; (\$21.00 – 26.44/hour DOQ/E). Grand Fire and Grand Lake Fire are seeking qualified applicants for the position of Administrative Assistant to support the Fire Chief/District Administrator. This is a jointly funded position that primarily supports Grand Fire’s operations, with additional support provided to Grand Lake Fire’s Fire and Life Safety Program. For a complete job description, visit [www.grandfire.org](http://www.grandfire.org) To be considered, please submit a cover letter, resume and professional references no later than Monday, April 20th, 2026 at 4:00pm MST. Applications may be mailed to Grand Fire, PO Box 338, Granby, CO 80446 or emailed to [grandfire@grandfire.org](mailto:grandfire@grandfire.org). EOE.