



Lowell Area Fire Department

315 S. Hudson St.
Lowell, MI 49331
616-897-7354

Dear Applicant:

The Lowell Area Fire Department is seeking a detail-oriented, highly organized Administrative Coordinator to support day-to-day operations across multiple department functions. The ideal candidate is a proactive problem solver with excellent communication and multitasking abilities. This position is crucial in helping the team stay organized, efficient, and focused on key priorities.

Qualifications:

- High school Diploma or GED required; associates or Bachelor's preferred
- 2+ years of administrative or office coordination experience
- Proficient in Microsoft Office Suite and Google Workspace
- Excellent organization and time management skills
- Ability to handle confidential information with discretion
- Comfortable working both independently and in a team

Preferred Skills

- Experience with scheduling tools
- Knowledge of basic bookkeeping or expense management software
- Familiarity with project management tools

Compensation and Benefits:

- Position is part time Monday-Thursday. 8am-4pm
- Hourly pay rate TBD
- Paid time off, Retirement plan option

How to Apply:

Submit your resume and a brief cover letter to Firechief@lowellfire.org. Please include "Administrative Coordinator Application" in the subject line. Please also fill out the application attached to this letter.

Applications must be turned in prior to July 13th.

Corwin Velzen
Fire Chief



Lowell Area Fire Department

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Administrative Coordinator Application

Name: _____ SS # _____

Address: _____

Cell Phone #: _____ Email: _____

Are you able to fulfill the duties & responsibilities of this position as outlined in the attached job description?

Yes: _____ No: _____

Are there any special accommodations needed for you to fulfill these job duties?

Yes: _____ No: _____ If Yes, please explain: _____

Military Service:

Branch of Service: _____ Service Rank: _____ Dates of Service: _____

Type of Discharge: _____ Specialized Field: _____

Are you currently a member of any Armed Forces Reserve unit? Yes: _____ No: _____

Education:

Indicate Highest Grade Completed: 1 2 3 4 5 6 7 8 9 10 11 12

Name and address of high school last attended: _____

Colleges or Universities Attended and Dates: _____

Nature of Studies: _____

Technical School Attended and Dates: _____

Nature of Studies: _____

Employment History:

Present Employer: _____

Address: _____

Supervisor: _____

Duties: _____

Previous Employer: _____
Address: _____
Supervisor: _____
Duties: _____

List three references, not related to you by blood or marriage, who would be familiar with your education and work experience (include phone number):

1. _____
2. _____
3. _____

Have you ever been a member of a Fire Department, Rescue Unit or similar organization? Yes _____ No _____

If yes:

Name: _____

Address: _____

Dates of Service: _____ Position: _____

Reason for Leaving: _____

List all related training you completed: _____

Briefly state why you wish to join this department, what this department can gain from your appointment, and what you expect to gain from your employment to this department: _____

May we contact your present/previous employers or your references; Yes _____ No _____

If no, explain: _____

Have you ever been convicted of a felony: Yes _____ No _____

If yes, explain: _____

I hereby authorize the Lowell Area Fire Department to perform a background investigation including but not limited to criminal, driving and, social media check on me. Additionally, I understand that misrepresentations or omissions of fact made on this application are grounds for disqualification from the membership process.

Signature

Date

Lowell Area Fire and Emergency Services Authority

Administration Coordinator Job Description

SUMMARY

The Administrative Coordinator manages the Lowell Area Fire Department (LAFD) day to day main office operations. Supports the Fire Chief in a multitude of various administrative duties, utilizes excellent judgement in an environment that can be face-to-face, and facilitates effective and efficient Fire and Emergency Services office.

ESSENTIAL RESPONSIBILITIES

- Serve as the first point of contact for the Lowell Area Fire and Emergency Services Authority (LAFESA), greeting visitors and the public.
- Operates an efficient office and provides high-level administrative support to the Fire Chief.
- Responds to routine inquiries from the general public such as fielding complaints and/or questions about fire-related ordinances, standards, and codes, and also their questions related to fire regulations, procedures, records and reports.
- Establishes and maintains effective filing systems for written and electronic materials as needed.
- Assists the Fire Chief with preparing and administering the departments budget.
- Enters payroll data for the Fire Department and maintains payroll spreadsheets monthly.
- Processes Fire Department invoices accurately and promptly.
- Coordinates and maintains agendas and minutes for the Fire Department and Lowell Area Fire & Emergency Services Authority board.
- Reviews Personal Protective Equipment checklists for fire personnel to ensure proper protection of firefighters in a timely manner.
- Orders fire apparatus equipment, supplies and firefighter gear as needed.
- Maintains departmental, organizational and statistical data and generates reports as needed.
- Compiles and prepares information for monthly and annual reports and other departmental reports as needed. This may require creative and/or statistical skills.
- Works in conjunction with the Fire Chief (or designee) to submit informational articles (written and/or electronic) for Township and city newsletters.
- Assists in coordinating requests from businesses, schools and residents who are planning special events for area businesses, safety days, fire extinguisher training, car seat installation, open burning permits (residential and agricultural), and any other services offered by Lowell Area Fire Department.
- Assists with coordination of corporate sponsorships for public fire safety educational materials and schedules Fire Department personnel for Fire Prevention Week activities at area schools.
- Registers Fire Department personnel for professional development classes.
- Assists the Training Coordinator as needed with preparations for onsite training.
- Maintains Fire Department training records.

AP Reference#A00325

Original Effective Date: 01/25/25

Revision Date: 01/25/25

Approved by: LAFESA

Lowell Area Fire and Emergency Services Authority

Administration Coordinator Job Description

- Coordinates with the State of Michigan and Kent County EMS regarding licensing of EMS vehicles as well as assisting coordination of EMS continuing education programming for personnel.
- Maintains and updates State of Michigan driver's license subscription service regarding employee driving records as needed.
- Maintains and updates the State of Michigan Log and Summary of Occupational Illnesses and Injuries sustained by department employees. Also, prepares the year-end summary for the Department of Labor.
- Assists with insurance company inquiries about property loss and damage.
- Sends False Alarm Notifications and other cost-recovery invoices to businesses and residents as needed.
- Compiles and submits annual information to the Michigan Department of Consumers & Industry Services for renewal of the department's First Responder License.
- Website Administrator.

SKILLS

- Must be proficient in verbal, written, and interpersonal communication skills to work effectively with people of diverse backgrounds.
- Ability to work under pressure in a fast-paced environment. Possess mature judgment and be flexible in regard to interruptions.
- Must use good judgment in handling sensitive situations.
- Must be self-motivated and resourceful, demonstrating initiative and strong problem-solving abilities, while working with minimum supervision.
- Excellent organizational skills, ability to prioritize, and complete tasks in a timely manner.
- Must possess a positive attitude and project a professional image.
- Maintain the highest levels of confidentiality and ethical standards.
- Willing and able to work a flexible schedule, including some evenings.

QUALIFICATIONS

- High school graduate or GED equivalent required.
- Associate degree in a relevant field such as business or related field preferred or comparable combination of relevant education and experience.
- Experience with municipal fire administration and state and federal laws and administrative rules under desirable.
- Demonstrated proficiency in Microsoft Office Suite, Internet, and Excel.

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Lowell Area Fire and Emergency Services Authority

Administration Coordinator Job Description

- Records compliance or similar experience working with confidential information and record keeping preferred.

SPECIAL REQUIREMENTS

- Requires ability to pass a pre-employment drug screening examination and any subsequent testing.
- Requires ability to pass a comprehensive background check.

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