**Draft: Not for Circulation – 12 11 24**

**Help Wanted  
City of Newport, Administrative Fire Fighter**

The City of Newport is accepting applications for a full-time Administrative Fire Fighter, who will be responsible for managing the administration and basic functions of compliance of the Fire Department under the direction and supervision of the part-time Fire Chief. Additionally, the Administrative Fire Fighter serves as an immediate responder at their appropriate level of training to all emergencies that take place during their regular, weekday hours and as a regular volunteer as they are able for Call Outs that occur off-hours.

This position is being advertised to internal candidates who work for the City of Newport or are volunteers with the City of Newport Fire Department. The deadline for internal candidate applications is January 1, 2025, after which time the position will be advertised publicly if there has not been a qualified internal applicant selected by City Council.

A Newport City job application, cover letter, and resume are required as part of the application process. Applications can be found on the Newport City Website at: https://www.newportvermont.org/city-information/jobs/

This is a salaried position with a range of $50,000 to $55,000 based on experience. The City of Newport offers an excellent benefits package including sick & vacation leave accumulations, paid holidays, retirement and medical, dental and eye insurance. The Administrative Fire Fighter is required to live in Newport or a nearby community.

The City of Newport is an equal opportunity employer.

Apply directly by email to:

City of Newport

Mayor Linda Sullivan - [Mayor.sullivan@newportvermont.org](mailto:Mayor.sullivan@newportvermont.org)

Council Member Rick Ufford-Chase – [Rick.uffordchase@newportvermont.org](mailto:Rick.uffordchase@newportvermont.org)

Or by mail to:

Mayor Linda Sullivan

Council Member Rick Ufford-Chase

222 Main St.

Newport, VT 05855  
(802) 334-5136