

Step By Step

GUIDE TO AN ADMINISTRATIVE CAREER IN THE FIRE SERVICE



Step 1 Receive Education

- High School diploma or equivalent
- 4 year college degree (preferable)

Step 2 Work Experience

- Grow skills and leadership
- Internships
- Public Sector experience a plus

Step 3 Gain Experience

- Volunteer
- Community Involvement
- Interest in local government

Step 4 Specialized Interest

- Finance
- Communications
- Information Technology
- Human Resources
- Personnel/Management
- Admin Assistant
- Receptionist

For More Information
WWW.SMFD.ORG/CAREER-PATHS
(415) 388 8182