



City of Mentor

8500 Civic Center Blvd. • Mentor, OH 44060-2499 • (440) 255-1100

JOB OPPORTUNITY

DATE POSTED: July 3, 2025

ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF

The City of Mentor is seeking an Administrative Assistant reporting directly to the Fire Chief. Responsibilities include a wide variety of complex departmental administrative duties. This position requires strong secretarial skills based upon extensive, proven work experience, the ability to effectively use judgment, initiative and discretion regarding departmental policies and procedures. High school diploma (GED) supplemented by college-level course work in business or secretarial science is preferred. Microsoft Office experience, writing, and interpersonal skills are required. Customer service experience, the ability to organize and prioritize, and work with minimal supervision is required.

Current salary range is: \$45,000 - \$62,000 and includes a comprehensive benefit package.

For additional details and to apply online, please visit www.workformentor.com. Applications are also available in the Human Resource Office, Mentor Municipal Center 3rd Floor, 8500 Civic Center Blvd., Mentor, OH 44060. Applications will be accepted until the position is filled.

The City of Mentor is an Equal Opportunity Employer and will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.
EOE/ADA