**UPPER McKenzie RFPD Position Description**

**Administrative Assistant**

**I. CLASSIFICATION SUMMARY**

This classification is responsible for the administrative activities of UPPER McKenzie RFPD, and performs a variety of assignments to support the Fire Chief in meeting immediate and long-range fiscal and operating goals of the District.

This individual will support the mission and core values of the District and abide by District policy.

**II. SUPERVISION RECEIVED**:

This individual works directly for and under the direct supervision of the Fire Chief.

**III. SUPERVISION EXERCISED**

Supervision is not a function assigned to this classification. However, Administrative Assistant may prescribe procedures for administrative work.

**IV. ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The following duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.*

1. Assists the Fire Chief with a variety of routine, complex and confidential administrative duties;
2. Responds to public inquiries with accurate and approved information;
3. Maintains Fire District records management systems online, digital and file folders. Must be organized;
4. May schedule appointments, and perform other administrative and clerical duties as required;
5. May compose, type, or edit correspondence, reports, billings, memoranda, and other material requiring judgment as to content, accuracy, and completeness;
6. Will prepare and distribute all public notices, bids, minutes, and resolutions;
7. Maintains office and break supplies for the Fire District;
8. Receives, screens and directs all incoming calls, frequently checks messages and distributes in timely manner;
9. Ensures reporting and compliance with fire department regulations such as annual fuel tax reporting, Physician Advisor certificates, SDAO rosters, insurance schedule updates, etc;
10. Maintains insurance policies with SDAO/SDIS;
11. Processes any Worker’s Compensation claims for injuries or illnesses attributed to duty;
12. Bills private insurance for recapture of funds for MVAs;
13. Bills Out of District Homeowners for Fire Protection Contract Annual Fees;
14. Held to the strictest of confidential information regarding District business, District Volunteers and the public who puts their trust in the District.
15. Knowledge of the Fire District’s organization, chain of command, functions and activities of the Fire District; including understanding of trainings, vehicles, equipment, projects, responses and involvement;
16. Knowledge of the principles, practices and procedures of office management;
17. Fluent in business English and the application of appropriate grammar, punctuation and spelling;
18. Knowledge of accounting principles and basic government budgeting procedures and laws;
19. Knowledge of manual and electronic record keeping systems;
20. Thorough understanding of municipal/rural fire administration;
21. Skill in communicating clearly and effectively with the public, community organizations, businesses, elected officials, the Fire Chief and Fire District members in emergency and non-emergency situations;
22. Skill in the application of all applicable computer programs, for example but not limited to word processing, PowerPoint, Excel, QuickBooks accounting software and Intuit payroll database software, Social Media, online banking and bill paying, Google Docs, Google Drive, Zoom, Microsoft Teams to name a few;
23. Familiarity and experience with Oregon Buys and other public and federal purchasing programs;
24. Skill in assisting the Fire Chief with multiple large publicly, federally and privately awarded grants for various projects and acquisitions of the Fire District;
25. Skill in analyzing problems and developing solutions with the Fire Chief;
26. Skill in accomplishing assigned administrative functions with a minimum of supervision and with only general direction in a timely manner, prioritizing requests for assistance from Chief and the Board of Directors to highest priority;
27. Skill in multitasking and managing workload in a Fire Service environment;
28. Ability to exercise judgment, establish priorities and goals, maintain confidentiality, and communicate with others;
29. Ability to make independent decisions that are consistent with appropriate policies and procedures and that would be approved by the Fire Chief in needed;
30. Ability to write, read, understand, interpret and apply provisions of laws, ordinances, policies and procedures;
31. Ability to establish and maintain effective work relationships with others during any situation;
32. Ability to do all tasks in a timely manner, able to manage time well and accomplish tasks in the least amount of time necessary and by any given deadline.

*Financial Duties*

1. Under the direction of the Fire Chief maintains all Fire District financial accounts;
2. Assists in the presentation and administration of the Fire District budget;
3. Handles all payroll related tasks, documentation forms, required tax deposits, and all required quarterly and annual reports. Must meet given deadlines. Payroll must be done on time;
4. Maintains account receivables and payables. Pays all bills, taxes and invoices on time;
5. Prepares all required accounting forms, organizes and prepares required annual audit information, works with Fire District’s outside auditor during annual audit;
6. Works with the Fire Chief and Budget Officer to prepare annual district budget. Strong budget experience desired.

*Additional Duties*

1. Serves as support for the Board of Directors, including clerk at board meetings, preparation for monthly board meeting, preparation and recording of minutes, distribution of all notifications and agenda items;
2. Maintains all required professional certifications;
3. Performs required background checks and maintains confidential personnel files for all volunteers;
4. Assists with District Grants, including all financial records for each grant accurately classified;
5. Other tasks as assigned by the Fire Chief.

**VII. DESIRED EDUCATION AND EXPERIENCE**

Associate or Bachelor’s degree in Business, Computer related field, Fire Service, Emergency Management or related field or other pertinent college-level training *recommended and preferred;*

Any combination of experience, education and training that demonstrates the required knowledge, skills and abilities is qualifying. A typical way to qualify would include increasingly responsible experience in providing administrative support to senior-level managers, fire service experience, education equivalent to college level training or degree, and specialized training in office computer software applications.

**VIII. CERTIFICATIONS AND LICENSES**

1. SDAO/SDIS Membership and Accreditation;
2. Notary Public (training online);
3. Current CPR Certification required (training provided if needed within first 6 months);
4. EMR (state certified Emergency Medical Responder) *may* be required;
5. ICS 100, 200, 700, 800 (training online) required within first 6 months;
6. Maintenance of these and any additional education or specialized certifications that may be required during employment.

**IX. MENTAL AND PHYSICAL DEMANDS**

1. This classification continuously requires creativity, speaking /reading /writing/ understanding, use of discretion, performance of moderately complex math, and multitasking;
2. Physical demands include standing, walking, stooping, talking, feeling, and repetitive motion of hands/wrists, sitting, bending, climbing, hearing, and handling on a continuous or frequent basis;
3. This classification requires the ability to lift 40-60 pounds, pull 25 pounds and carry 20-40 pounds;
4. Ability and trained to respond on emergency alarms during shift is preferred but not required;
5. Qualified individuals with disabilities and known limitations will be reasonably accommodated to perform the essential functions of this classification.

**X. WORK ENVIRONMENT**

1. Work is performed primarily in an office environment at the Fire Station; occasional evening meetings are a requirement, working from home allowed on occassion;
2. On occasion this position may be expected to respond to an alarm or extended incident scene:
3. Exposure to air contamination (exhaust), sirens, engine noise, apparatus checks, radio traffic, pager activation and occasional loud talking or boisterous activity at the Fire Station may occur on a daily basis;
4. Out of area training may be required.

**XI Signatures of Employee and Employer, agreeing to Job Description as presented above.**

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Employee Employer

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Date Date