



SEELEY LAKE RURAL FIRE DISTRICT JOB DESCRIPTION

Position Title:	Administrative Assistant	Reports To:	District Fire Chief
Position Status:	Full Time Paid	Effective Date:	April 22,2021
FLSA Classification:	Non-Exempt	Approved:	District Fire Chief Dave Lane

This position is responsible for providing administrative support to the Fire Chief and Fire District Board of Trustees for all ongoing operations and activities of the Fire District.

Essential functions may include the following knowledge, skills, and abilities. This list of duties/tasks is not all inclusive and is to be used to illustrate sample functions of this position.

Examples of District Fire Board Duties

Prepare monthly Board meeting packets including agenda, financial reports and recording the meeting minutes.

Examples of District Duties

Assist in preparing the annual budget for the District, manage Accounts Receivable and Accounts Payable.
Prepare monthly and annual yearly reports such as Montana Public Employees Retirement and Payroll
Public education and inter-agency collaboration
Provide services as Emergency responder, may include patient care during medical transport.

Desired Experience

1. Working with Office computer programs (Word, Outlook, Excel, QuickBooks)
2. Communicating and working with the public.
3. Office management

Education

1. Demonstrate education typically earned by a high school diploma or G.E.D.
2. Must be able to read, write, and speak the English language.

Certificates or Licenses

Must be 18 years of age at time of application.

Must possess a valid Driver License at the time of hire. Must obtain a valid Montana Driver license within 30 days of hire. Must be insurable with the Fire District Automobile Insurance carrier.

Must be able to obtain and maintain the following certifications within one year of employment:

- Montana EMT
- BLS CPR/AED/First Aid Instructor
- Notary Public

Strength and Mobility

1. Must be able to sit or stand for extended periods of time.
2. Must be able to move to and from various points within the District facilities and the outdoors.
3. Must possess the ability to move items more than fifty (50) pounds occasionally.