LEWIS COUNTY FIRE DISRICT 6

Administrative Assistant /Secretary Job Description

Basic Function:

The Secretary is responsible for providing secretarial, clerical, and administrative support in order to ensure that the Fire District operates and provides its services in an effective and efficient manner.

To perform this job successfully, the employee must be able to consistently perform each essential job duty set forth herein in a satisfactory manner.

Scope:

The Secretary reports to the Fire Chief and the Board of Commissioners and is responsible for providing secretarial, clerical, and administrative services.

The Secretary's primary requirement is to complete all services and functions required by Washington State’s statutes and by the Board of Commissioners; provided that the Board of Commissioners' requirements shall include only those requirements established by Board action and not the request of an individual Commissioner acting without Board approval.

The Secretary's secondary requirement is to complete all services and functions directed by the Chief of the District, provided the Chief is acting under the policies established by the Board of Commissioners.

Please note that the Secretary position requires regular and on-time physical attendance during assigned work hours at the District’s Fire Stations and such other locations as assigned.

The Secretary serves in a confidential capacity to the Board of Commissioners and the Chief of the District. Consequently, this is a non-union represented position pursuant to RCW 41.56.030(11).

Essential Job Duties:

• Assists the Board and the Chief in a confidential capacity with labor relations, collective bargaining, and employment matters;

• Responsible for all administrative work of the Board and, in so doing, handles with confidentiality a broad scope of information;

• Proficiently uses a variety of software, including but not limited to: Microsoft Word, Outlook, Excel, etc;

• Typing, drafting correspondence, dealing with telephone and email inquiries, creating and maintaining filing systems, producing correspondence and documents and maintaining presentations, records, spreadsheets and databases;

• Assists the Public;

• Devises and maintains office systems;

• Books rooms and conference facilities;

• Manages and maintains budgets, submits approved budget documents to appropriate County and State officers;

• Liaison with staff in other departments and with external contacts;

• Orders office supplies;

• Sorts and distributes incoming post, and organizes and sends outgoing post;

• Arranges both in-house and external events;

• Manages Accounts Receivable and Payable;

• Reviews and Submits Payroll, Retirement, Health and Welfare Benefits;

• Works closely with Lewis County Treasurer’s Office to submit Reimbursements and Deposits;

• Works with the District’s attorneys as needed;

• Submits monthly and quarterly reports as necessary;

• Submits and maintains annual and monthly financial statements;

• Coordinates with and keeps the Fire Chief informed of all pertinent issues and decisions of the Board;

• Submits Vouchers for approval of the Board of Commissioners, and issues checks as approved;

• Serves as the Secretary treasurer of the Local Board for Volunteer Firefighters and as such is responsible for preparing and recording the minutes of the meetings, managing receipts and disbursements and preparing and submitting all required reports to the State Board of Volunteer Firefighters;

• Performs other duties as assigned by the Board or the Fire Chief in their discretion.

Additional Required Skills and Abilities:

• Must be able to professionally interact with others beyond giving and receiving instructions. This includes the ability to: (a) get along with co-workers and others without exhibiting behavioral extremes; (b) perform work activities requiring instructing, persuading, and/or speaking with others; (c) respond appropriately and professionally to criticism from a supervisor and others; and (d) work in stressful situations from time to time.

• Ability to think critically and concentrate for extended periods of time;

• Ability to consistently meet established deadlines;

• Ability to resolve conflict;

• Ability to apply and accurately use mathematical concepts;

• Ability to be flexible and adapt to change.

Minimum Qualifications:

• Associates degree in Business Management, or 5 years of experience in the related field, which provides the required knowledge and abilities

• Proficient in the use of Microsoft Office, including: Word, Excel, and Outlook

• Valid Driver’s License

• Legal right to be employed in the United States

• Effective communication skills in both written and verbal form

Preferred Qualifications:

• Familiar with the B.A.R.S. Coding system;

• Familiar with Bias Software;

• Ability to learn quickly and adapt to take on additional responsibilities as necessary;

• Detail oriented and strong organizational skills

Special requirements:

Candidate must pass a formal criminal background check pursuant to RCW 43.43.830.

Physical Demands:

The physical demands described set forth below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations in compliance with applicable law to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to effectively speak in a persuasive and professional manner and to hear the concerns and ideas of others. The employee is will be required to stand, walk, sit, use hands and fingers to feel and handle objects; reach with hands and arms; stoop, kneel, and crawl. The employee must be able to regularly lift and move up to 10 pounds, lift and move up to 25 pounds from time to time, and occasionally lift and move objects in excess of 25 pounds. The specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to focus for prolonged periods of time.

Working Conditions:

The employee will perform most of this position’s job duties in an indoor office environment, although the employee will also perform job duties outside and in other environments from time to time. The employee’s work will be interrupted with other tasks and duties on a regular basis and the employee must have the ability to professionally handle and manage such interruptions.

The employee’s attendance is required two or more times a month in the evenings for Commissioner meetings. In addition, the employee’s attendance will be required at off-site meetings from time to time.

The employee must be available to periodically work overtime and outside regular business hours from time to time as required.

Finally, training is required to keep apprised of the current regulations for health & welfare, retirement benefits, and other areas relevant to the District’s operations.

Employment type:

Part Time / Full-Time.

Must be available for Commissioners’ meetings and other events that are in the evening hours, and on the weekends from time to time.

Starting Wage: Negotiable Depending Upon Experience

Benefits: This is a benefited position, to include: (1) Health, Dental, Vision Insurance; (2) PERS II Retirement; (3) Sick Leave; and (4) Vacation.

Benefits are subject to change from time to time as determined appropriate in the District’s discretion.

Holidays: New Year’s Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, and Christmas Day. Holidays are subject to change from time to time as determined appropriate in the District’s discretion.

\* The District reserves the right to update and modify this job description from time to time as it determines appropriate in its discretion.