



Illinois Valley Rural Fire Protection District

Position: District Secretary

Classification: Administration Non-Exempt

Revised 06/2025

General Statement of Duties

Organizes and performs a wide variety of administrative activities and/or special projects; directs the day-to-day office administration for the front office. Is considered a member of the Fire Chief's immediate staff and is designated as a confidential employee. This member may be requested to work up to forty (40) hours per week but will be scheduled off when District holidays apply.

Responsibilities

Is responsible for the proficient operations of the reception area. May coordinate a variety of special projects and activities concerning the administration of the District at the direction of the Fire Chief/Assistant Chief. Work requires continual communication with the general public and other agencies. Good analytical and organizational skills and a working knowledge of the fire service is required. Some assignments are performed in a semi-autonomous environment and require initiative and independent judgment. Work performed is under strict confidential District policies and procedures. Serves on the District Executive Management team. May be required to respond after normal duty hours. Performs other duties as assigned.

Performs secretarial and clerical functions for overhead management; assisting with completion of reports, research, correspondence and special projects. Monitor office activity to assure compliance with District policy relative to customer service and vendor relations.

Supervision Received

The District Secretary is considered an at will employee who reports directly to and works under the general supervision of the Fire Chief/Assistant Chief. The Fire Chief/Assistant Chief or designee assigns and reviews the work for this employee. The applicant must successfully complete a 12 month (1 year) probationary period. The Fire Chief/Assistant Chief shall be the District Secretary's performance evaluator during the employee's probationary period and the annual evaluator thereafter

Essential Functions

The following list describes a majority of the essential functions of this position. This list may be supplemented as necessary.

1. Manage the front desk, providing customer service and supporting office operations. Greet visitors, answer and direct phone calls, schedule appointments, handle incoming

and outgoing mail to include opening and dispersing daily incoming mail, preparing packages and assure timely shipments, data entry, ordering and maintain office supply inventory, maintain a clean and organized office and reception area.

2. Monitors lobby security for persons requesting admission to private office areas. Notify administrative personnel of visitors.
3. Will maintain District telephone and voice mail systems and change voice mail messages as necessary.
4. Performs clerical functions, including but not limited to, preparing and finalizing correspondence, taking minutes/notes at various meetings and other general duties as assigned.
5. Will publish information to IVFD website and social media as requested.
6. Support HR functions by onboarding new members to include ordering background checks and DMV records and building new member files.
7. Reviews daily CAD reports and maintains daily "run log". Sends reminders to duty officers of incomplete reports. Uploads monthly report to OSFM. Maintains First Due report compliance with duty officers.
8. Collects, processes and submits billing claims.
9. Will process annexations for submission to the IVFD Board of Directors and Josephine County.
10. Creates and sends weekly "Where's the Alarm" article to the newspaper.
11. Creates and publishes IVFD Annual Report.
12. Assigns and maintains annual personnel training in Safe Personnel with direction from our training Officer.
13. Organizes and performs activities and special projects as assigned. Works closely with other department members on projects and special activities.
14. May be assigned staff and/or liaison responsibilities with other agencies.
15. May perform duties of other personnel in their absence.
16. Performs other duties as assigned by management staff.

Work Environment

Work activities vary widely and include office and administrative work and attendance at scheduled meetings as requested or directed. As all employees shall be held accountable to the Fire Districts Policies / Procedures, Standards of Conduct, Directives, SOG's and the Work Place Harassment Policy

Knowledge, Abilities, and Skill

Understands the policies, rules, procedures, regulations, and operational functions of all Divisions within the District; principles of office management; District geography; fire insurance ratings/classification; State of Oregon laws related to fire protection; current fire service trends; operation of district's computer system; business English, spelling and punctuation.

- May research computerized information systems and related equipment.

- Will need to establish work priorities and work with limited supervision.
- Have the ability to function in assigned capacity during emergency situations.
- Have the ability to meet and deal effectively with people of diverse backgrounds.
- exercise initiative and judgment, meet deadlines, understand verbal and written instructions and to act on them accordingly.
- Express ideas clearly and concisely both in writing and verbally.
- Demonstrate creativity and innovation in the work setting; maintain confidentiality; perform assigned essential functions.
- Must become proficient in District software for processing of fire permits, incident report retrieval, and insurance claims billing.
- Typing 40 WPM

Must have skills in the operation of general office equipment such as phone, fax, etc. Be able to use basic word processing software, spreadsheet, database, communication and other related software awareness. Be able to perform document retrieval, customer service and establish inter-personal relationships. Accuracy, time management, and the ability to document properly are essential for this position.

Minimum Qualifications

Graduation from high school or GED equivalent; preferably supplemented by college course work in business curriculum and/or related field of study. Two (2) years full-time work experience with emphasis in office administration duties involving fire protection or a satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the above described duties. CPR certification is required but can be obtained in-house. Participate in drug and alcohol screening.