

# Lopez Island Fire and EMS

*Yours for LIFE*

## JOB POSTING

Applications Open: January 4, 2021

Applications Close: January 29, 2021



**Job Title: Administrative Staff Assistant & Secretary to the Board of Fire District Commissioners**

**Hours: Part-time, progressing to full-time (minimum 30 hours per week)**

**Wage: \$25 to \$30 per hour - depending on experience and qualifications**

**Benefits: Depending on hours worked: medical, dental, and retirement**

**General Duties:** Under direction of the Fire Chief this position performs daily office duties which allow the fire district to function as a public safety/special purpose district. This position also assists in maintaining compliance with local, state and federal reporting requirements for fire districts. Examples of general duties include but are not limited to: payroll, billing, financial reporting - including reports on revenue, expenditure and budgets; records management (filing and retention) and using standard office computer programs to generate reports and accomplish tasks. This position will also provide administrative support for fire district meetings and events, to include taking minutes, generating agendas and creating support documents. The position also interacts with citizens by greeting the public in the office whether in person, by phone or email – as well as receiving and generating correspondence related to district administrative operations.

**Minimum Qualifications:** High School Diploma (GED), plus a minimum two (2) years of experience in an accounting, financial or other business role (equivalent academic or work experience will be considered), and strong knowledge of Microsoft Office programs.

**Desired Qualities:** The ability to work collaboratively with the public, office staff and fire district members is a key characteristic for this position. The successful candidate should have a willingness to learn, be a self-starter, proactive and understand the importance of meeting reporting and task deadlines.

**Interested applicants should submit a fire district employment application (available from the district website [www.lopezfire.com](http://www.lopezfire.com), district office or email to [lopezfire@lopezfire.com](mailto:lopezfire@lopezfire.com)), and resume with a cover letter to the fire district office by close of business January 29, 2021. Due to COVID-19, applications can also be mailed to SJCDF #4, PO Box 1, Lopez Island, WA 98261.**

*Questions may be directed to the Lopez Island Fire and EMS office at: 360-468-2991, or email: [lopezfire@lopezfire.com](mailto:lopezfire@lopezfire.com)*