



Brinnon Fire Department

P.O. Box 42 • Brinnon WA 98320 • brinnonfire.com
Fire Chief Timothy R. Manly Sr.

Job Description: Administrative Assistant

Position: Administrative Assistant

Department: Brinnon Fire Department

Reports To: Fire Chief

Status: Part-time

Purpose

The Administrative Assistant plays a key role in supporting the daily operations of the Brinnon Fire Department by managing district reception, records management, community engagement, and routine administrative activities. This position also serves as the confidential assistant to the Fire Chief and other administrative staff, handling sensitive matters such as policy formation, labor relations, personnel management, and HIPAA-protected information.

Scope of Responsibilities

The Administrative Assistant will:

1. Provide reception services for the district and represent the department professionally to the public.
2. Assist the Fire Chief and administrative staff with research, data collection, and other duties essential to policy development and district operations.
3. Maintain confidentiality while assisting in labor relations, collective bargaining, and personnel matters.
4. Access and manage sensitive information within the scope of district policies and legal requirements.

Key Responsibilities

- **Administrative Support:**
 - Assist the Fire Chief and other staff with tasks in compliance with district policies and state laws.
 - Prepare and maintain accurate records and reports.
 - Perform administrative tasks as directed by the Fire Chief.
- **Operational Duties:**
 - Provide backup support for critical processes, including ambulance billing, public records requests, payroll, and voucher processing.
 - Manage electronic and physical records retention.
 - Prepare analytical and audit reports.
 - Compile and update administrative and database files.
 - Create and maintain forms, manuals, and departmental materials.
 - Monitor and maintain office supplies and equipment.
- **Community Engagement:**
 - Support departmental communication via phone, website, and social media platforms.

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- Promote Community Risk Reduction initiatives by preparing public education programs and materials.
- Other Duties:
 - Perform other administrative tasks as assigned, prioritizing projects based on urgency and importance.

Qualifications

- Education: High school diploma or equivalent required; associate degree in business administration or related field preferred.
- Experience: Prior administrative experience is preferred, with a preference for candidates familiar with public sector operations or emergency services.
- Skills and Competencies:
 - Strong organizational and time management skills.
 - Proficiency with office software and database management.
 - Ability to maintain confidentiality and handle sensitive information with discretion.
 - Excellent written and verbal communication skills.
 - Strong interpersonal skills to engage effectively with staff, community members, and stakeholders.

Additional Information

This position requires adherence to the Brinnon Fire Department's policies and regulations, including compliance with HIPAA and other legal requirements.

To Apply:

Interested candidates should submit their resume, cover letter and 3 letters of recommendation to Brinnon Fire Department POB 42 Brinnon WA 98320 or cmanly@brinnonfire.com.

The Brinnon Fire Department is an Equal Opportunity Employer.