



Thurston County Fire Protection District 8

Proudly Serving Northeast Thurston County Since 1953

POSITION DESCRIPTION: DISTRICT SECRETARY AND ADMINISTRATION MANAGER

Nature of Work:

Provides administrative, financial, and personnel support for the District. Performs a range of high-level tasks for the Board of Fire Commissioners ("Board"), Fire Chief, and staff. Full-time, FLSA-exempt position.

Reports to: The Board and is supervised by the Fire Chief.

Supervises: Assigned non-emergency response support staff.

The incumbent shall sincerely subscribe and promote the spirit of the District's Servant Attitude behavior model.

Key Responsibilities: Provide administrative and financial support to the Board, Fire Chief, and District staff. Serve as the confidential District Secretary and office manager as defined by RCW 52.14.080.

1. Ensures adherence to RCWs, WACs, and industry laws, including BARS accounting requirements. Prepares and maintains all District accounting records according to BARS standards. Develops and maintains the District's records filing systems.
2. Serves as a bonded auditing officer under RCW 42.24.180. Assists with audits conducted by the State Auditor's Office.
3. Oversees the District's accounts payable system, processes payroll and manages financial filings. Prepares accurate and timely correspondence and reports, including assistance with the annual budget and financial reporting.
4. Manages purchases within budget parameters; maintains the purchase order system and receipts and deposits District revenues and funds.
5. Serves as human resources manager processing new-hire paperwork and maintaining personnel records.
6. Organizes Board meetings, including agendas, minutes, resolutions, and public communication. Inform Board Members of major incidents and developments.
7. Supports public education and community outreach, to include managing the District Community Outreach Team ("COT").
8. Maintains District records archives Secretary of State archiving requirements. Serves as Records Custodian under the Open Public Records Act and manages public inquiries.
9. Serves as the primary agent for legal claims (RCW 4.96.020).
10. Manages and coordinates District information technology systems and digital communications.
11. Maintains appointment calendars and schedules and manages the District website and firestation reader boards.
12. Attends management meetings and contributes to the development of short and long-range plans for the District. Gathers, interprets, and prepares data for studies, reports, and recommendations. Assists with coordination of administrative activities and events.
13. Coordinates travel arrangements and compiles travel expenses.
14. Assists with special events and meetings. Manages, schedules and coordinates District facility use by all outside parties.
15. Conducts research as directed, using independent judgment to determine resources. Participates in projects or committees as assigned.
16. Attends conferences and seminars for training and education to enhance job-related knowledge and skills.

Knowledge, Skills, and Abilities:

The individual must have or develop the following knowledge, skills, and abilities:

1. Ability to provide organizational leadership promoting the Mission, Vision, Goals and Values of the District, and to maintain confidentiality.
2. Knowledge of payroll, business mathematics, and accepted accounting practices, and of state and federal financial requirements, including accurately record financial transactions and maintain accounting system.
3. Skills and knowledge of business computer practices to include spreadsheets, word processing financial, and database management
4. Knowledge of business machines, copy machines, adding machines, multi-telephone line systems, postage, etc. as needed in office management.
5. Skills to read and comprehend complex documents and effectively communicate through writing and verbal means.
6. Ability to work on multiple tasks and skills to organize material and manage projects.
7. Skills to set-up maintain and trouble shoot computer software and hardware systems.
8. Skills to relate to individuals with diverse personalities without loss of poise and ability to cope with high stress situations.
9. Ability to be self-directed and work without supervision.

Minimum Qualifications:

1. High School graduate with completion of two years of post-secondary education or 5 years work experience at a level that provides sufficient training, knowledge and experience, education and training which demonstrates the ability to satisfactorily perform the job according to the established performance standards for this classification.
2. Valid Washington State Drivers license.
3. Must be able to pass a criminal, financial, and drivers license background check.
4. Proficient in basic computer networking, including Microsoft Office, Adobe, and other software.
5. Knowledge of bookkeeping, accounting, budgeting, and BARS reporting; familiarity with payroll laws and procedures.
6. Understanding of human resources management practices and administrative office procedures.
7. Advanced skills in office management, modern office practices, business English, and document preparation

Working Conditions:

1. Maintains office hours at the District Headquarters.
2. Scheduled with flexible working hours as determined by the Fire Chief and/or Board.
3. Attends meetings as needed, including evenings.

Physical Requirements: While performing duties of this job the position is frequently required to walk, stand, use hands and fingers to handle or operate objects or controls and reach with hands and arms. The position is required to sit, hear, and talk.

The duties and responsibilities above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.