



JOB DESCRIPTION

POSITION: Administrative Specialist

SUPERVISION: The Fire Chief or their designee is the supervisor for this employee.

MINIMUM QUALIFICATIONS:

- Minimum of 18 years of Age
- Possess a current Washington State Driver's License
- Possess a High School diploma or GED equivalent
- Basic First Aid and CPR Certification
- Proficiency in the English Language (Written and Verbal)
- Basic accounting and finance principles
- Keyboarding and computer experience, including Microsoft Office Suites (Word, Excel, Outlook, Access, Publisher) and Adobe Acrobat
- Ability to work effectively and productively with others

PHYSICAL REQUIREMENTS:

- Work while sitting at a desk, ability to sit, stand, walk, kneel, stoop, reach, twist, carry, push, pull, conduct repetitive hand and arm motions, handling/grasping, fine finger manipulation, foot control, and lift a minimum of 50 pounds. Occasional light custodial duties.

DESIRED QUALIFICATIONS:

- Degree in Administration, Human Resource, Government or another related field
- Two (2) years of increasingly responsible office support experience or any combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties of the position
- Local government or public sector experience, including WA Public Records management
- Knowledge of social media & website content management
- Experience in Microsoft Publisher, Adobe, and other office software
- Working knowledge of Budgeting and/or Accounting

KNOWLEDGE / SKILLS / ABILITIES:

- Possess clerical skills
- Attention to detail and effective organization skills
- Behave professionally
- Ability to work effectively and productively with others in a busy office environment
- Effective public interaction with a customer service attitude
- Prioritize work assignments and manage multiple tasks with minimal supervision and meet deadlines
- Effectively handle difficult, sensitive, and confidential issues using tact and diplomacy
- Competent use of standard office equipment, i.e., photocopier, electronic postage machine, computers, and multi-line phone system
- Knowledgeable in computer software for use in spreadsheets and word processing
- Work under stressful conditions with various personality types and expectations
- Show willingness to take the initiative and accept responsibility
- Ability to learn quickly and take on additional responsibilities as needed
- Follow all District administrative policies and procedures
- Maintain a work environment free of discrimination, harassment, and retaliation
- Understand and comply with HIPAA and the WA Public Records Act

ESSENTIAL FUNCTIONS/EXAMPLES OF TYPICAL DUTIES:

- The primary function of the position is to support the operations of the office and duties as assigned by their supervisor or as directed by the Fire Chief.
- Maintain records (medical, legal, employment) in physical and electronic form to comply with applicable state and federal requirements.
- Maintain District Archives (documents, items, library, museum)
- Manage district correspondence and requests from the public
- Manage documentation of Small and Attractive Assets
- Coordinate the District Records Retention Program with WA state guidelines.
- Identify and apply Disposition Authority Numbers (DANs) to records
- Coordinate the Retention, Archival and/or Destruction of district records according to WA state guidelines.
- Maintain Records Destruction Log
- Greet visitors and the general public to give information or direct them to appropriate staff personnel.
- Screen, direct, take messages or transfer to voice mail incoming telephone calls.
- Maintain confidential information and sensitive material.
- Take, transcribe, check and proof-read meeting minutes, contracts, correspondence, memos, reports, and other documents, including at Fire Commissioner meetings
- Post Agendas/Notice for Commissioner Meetings – physically and electronically- and create and distribute packets and supporting information for the meetings

- Data entry, filing, scanning and photocopying, and project production.
- Assist in coordinating Special Events (i.e. Awards Ceremony, Recruit Graduation, etc.)
- Process mail.
- Work together with other staff as a team to assure the consistent availability of personnel to staff the headquarters office.
- Maintain and manage the lobby and administration areas of the headquarters station
- Compile and manage statistical data for Training and Public Education.
- Coordinate all aspects of the Facilities rental program: scheduling, billing, notifying operations staff, etc.
- Maintain network records and personnel files: personnel ID cards, vehicle ID cards, department roster, emergency information, etc.
- Solicit feedback from citizens in such format as dictated by Board of Commissioners
- Receive and process all requests for public information based on WA state law
- Establish and maintain a system for documentation, retention, and management of requests for public information
- Create and manage the District Newsletter program
- Compile and format reports, policies, grants and presentations
- Research and summarize findings on assigned topics
- Attend education opportunities (trainings, conferences, seminars) virtually or in person as needed (may include training to become a public notary).

CROSS TRAINING: Ability and willingness to cross-train for Financial duties as requested by Supervisor, may include some or all of the following; receipting, making deposits, Accounts Payable, Accounts Receivable, Payroll, and Benefits.