



Nehalem Bay Fire & Rescue District
36375 Hwy 101 N.
Nehalem, OR 97130

Position Announcement

Administrative Assistant

Nehalem Bay Fire & Rescue District is recruiting qualified applicants to fill the position of a part time Administrative Assistant.

This is a part-time position 20 hours per week

Salary Range: \$16.30 – \$20 per hour DOQ. Benefit package: Prorated benefits include Medical/Dental Insurance, PERS retirement, and holidays.

DUTIES

Manage front office, perform administrative work, act as confidential secretary to Fire Chief. Perform regular accounting duties for the District including payroll, accounts payable, and accounts receivable. Manage reports relative to employee benefits, various grants, federal, state, and local regulations. Act as recording secretary to Fire Board. Experience with the rules governing public budgeting, public meeting law, and Oregon employment law is desired. Desktop publishing skills also desired.

KNOWLEDGE, SKILLS AND ABILITIES

The candidate must have knowledge and skills related to managing office and providing administrative support to the Fire Chief. The candidate must have the ability to use various computer systems, software programs, e.g. Microsoft Office, QuickBooks, and the ability to access the Internet. The candidate must have the ability to manage staff calendar and notify staff of upcoming events/deadlines in a timely manner. Candidate must possess effective listening, oral, and written communication skills. The candidate must have the ability to effectively work with others, and to function as a team member. The candidate must possess the ability to take directions, follow instructions, work alone, use independent judgment, develop solutions to problems, and to seek advice as appropriate.

Experience with a public agency, the rules governing budgeting, public meeting law, and Oregon employment law is desired.

REQUIREMENTS

Adherence to Nehalem Bay Fire and Rescue District's policies, including tobacco use, drugs, and alcohol, is required at all times during employment.

Candidate must possess a valid, insurable Oregon driver's license with a driving record that meets Nehalem Bay Fire and Rescue District's standards at time of employment. A background check will be conducted prior to hiring.

Candidate must be physically able to sit, keyboard, write, hear, and speak for extended periods, stand frequently for extended periods, bend, kneel, stoop, or climb, and lift up to 20 pounds.

ESSENTIAL JOB FUNCTIONS:

- Assist the Staff in clerical functions, answering phones, and responding to inquiries from the public. Work with the general public, district personnel, and other fire protection agencies in a courteous and cooperative manner.
- Assist with the production of articles, forms, reports, spreadsheets, annual report, newsletters, and manuals as needed.
- Serves as a "confidential" employee to the Fire Chief in personnel matters.
- Responsible for the district's financial accounting system with tasks including compiling all district bills, preparing checks, posting ledgers, balancing expenditures and revenues; to cash on hand, properly posting and depositing revenue; such as cash and taxes, maintaining checking accounts, investments, and supervising the petty cash fund.
- Assist the Fire Chief with the preparation of the budget document, publicize budget meetings in a timely manner, and file appropriate budget documents with the county and state, as required.
- Attend board and budget meetings and record minutes. Responsible for posting notices, and notifying the public, board of directors, and budget committee of public meetings as required by public meetings law.
- Maintain the district's website.
- Maintain records for the district such as personnel files, payroll records, financial, board minutes, resolutions, and ordinances.
- Maintain current personnel roster.
- Maintain district computer system. Responsible for back-ups and security of back-up media.
- Have a thorough knowledge of the organization including policies, procedures, and guidelines governing the operation of the district.

PROCESS

Top candidates from the interview process will be invited back to participate in a final Chief's interview.

The successful candidate must pass a thorough background investigation.

Applications are available online at nehalembyfirerescue.org, by email, or at:

Nehalem Bay Fire & Rescue District
36375 Hwy 101 N.
Nehalem, OR 97130
Office 503-368-7590
nbfr.chief@nehalemtel.net

Application Deadline:

Applications must be received no later than **4:00 PM PDT - Friday October 12, 2018.**