Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 4.1.70

2. SUBJECT: ***Job Description – District Secretary***

3. POLICY: The District Secretary position is established to perform the responsibilities outlined in R.C.W. Title 52.

4. SCOPE: This Policy and Procedure is applicable to the District Secretary of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The Chairman of the Board of Commissioners shall ensure that this Policy and Procedure is adhered to.

   B. The District Secretary will adhere to the Policy and Procedure.

   C. This is an executive position which customarily and regularly requires direction and independent judgment. This position is classified as an Exempt Status Employee and is exempt from overtime.

6. PROCEDURE:

   A. Supervision Received: The District Secretary is a public officer and shall perform all duties as required by applicable statutes and as directed by the Board of Commissioners. The District Secretary also functions as an administrative assistant to the Fire Chief and performs duties as assigned by the Chief in support of district operations.

   B. Supervision Exercised: No personnel are assigned to be supervised by the District Secretary.

   C. Essential Duties and Responsibilities:

      1. The District Secretary will perform the duties as set forth in R.C.W. Title 52.
      2. The District Secretary will prepare the Boards agendas: as set forth by the Chairman of the Board, minutes, resolutions, and ensure that all

documentation for the Board meetings are presented to the Board for review the week before. The District Secretary will also ensure that all records adhere to relevant regulatory standards.

3. The District Secretary will assist the District Fire Chief with the day-to-day business and administrative operations of the District, along with any special assignments.
4. Provides confidential administrative support to the Board of Commissioners and District Fire Chief; ensures compliance with applicable laws and policies, coordinates legal matters as directed, and assists in maintaining, monitoring and updating the District's policies and procedures.
5. Inputs data into standard District forms and databases; makes routine entries to reports such as annual and budgetary reports; compiles tabulated data; and assists in grant management, including compliance tracking, data collection, and drafting of grant-related materials.
6. The District Secretary may prepare a variety of reports and records including personnel records, and requisitions as requested.
7. Is the District's Finance Administrator/Auditing Officer; by monitoring the District's finances and preparing monthly financial reports for Board of Commissioners' approval. Brings financial concerns to the Borad of Commissioners and District Fire Chief, as appropriate, and coordinates the investment of District funds in accordance with applicable laws and policies. Files the Annual Report to the State Auditor and serves as the audit lead. Assists with preparation of the annual budget. Prepares and submits accounts receivable and accounts payable, classifying by fund type and BARS ensuring compliance with applicable laws, regulations and department policies. Prepares and processes vouchers and warrants per Policy 6.2.02-Voucher Preparation and Approval. Processes payroll ensuring that all laws are followed, and reports quarterly taxes, including 941, Unemployment Insurance, Paid Family Medical Leave, CARES Act, and Labor & Industries.
8. Serves as the District's Public Records Officer and Privacy Officer, ensuring compliance with legal and regulatory requirements, and the safeguarding of personal and confidential data, ensuring compliance with privacy laws such as HIPAA. Assists with responding to public records requests in accordance with state law and supports the implementation of records retention, storage, and privacy practices to ensure compliance with legal and regulatory requirements.

9. Assists with the preparation and processing of contractual agreements and bid procedures, and ensures that required notifications, publications, and legal advertisements are completed in accordance with applicable laws and district policies. Manages the District's Small Works Roster and Vendor lists in accordance with laws, policies, and best practices, and assist with ensuring compliance with applicable laws, regulations and department policies.
10. Manages employee and volunteer benefit programs, including retirement programs, deferred compensation, medical insurance, liability insurance, and the Board for Volunteer Firefighters (BVFF) Relief and Pension. Serves as secretary to the Local Board of Trustees for the Volunteer Firefighters Relief and Pension system.
11. Supports risk management functions by processing volunteer accident reports, invoices, and payments; assists with workers' compensation claims and contributes to efforts aimed at identifying risk exposure and supporting the implementation of policies to reduce potential hazards.
12. May serve as a member of various employee and or community committees.
13. Serves as the Annual Banquet Coordinator, helping plan and organize the event while acting as the liaison between the District and the Volunteer Association.
14. Assist District personnel as needed.
15. Will serve as Public Notary for State of Washington.
16. Prepares reimbursement requests for State Mobilization, Incident Management Team assignments, and other eligible expenses as outlined in agreements or contracts with external agencies.
17. Maintains and manages the District's centralized filing system to ensure organized, secure, and efficient storage and retrieval of records in accordance with established retention policies.
18. Provides administrative support for the District's human resources operations, including but not limited to, new employee onboarding, benefits management, leave tracking, disciplinary actions and documentation, ensuring compliance with collective bargaining agreements, and accident reporting. Operational tasks, such as personnel deployment and daily staffing, are managed by designated operational staff.
19. Performs other duties as assigned that support the effective operation and administration of the District.

D. Peripheral Duties:

1. Attends periodic schools, conferences, workshops and seminars as directed by the Board of Commissioners to maintain a high degree of ability, knowledge and understanding of fire service methods, practices, developments and attitudes.
2. Maintains contact with general public, District Officers and other District officials in the performance of Grant County Fire District 3 activities.

E. Knowledge Ability and Skills:

1. The ability to meet and deal with the public in a courteous and professional manner and promote a positive image of Grant County Fire District 3. Able to handle stressful situations.
2. Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.
3. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures.
4. Skill in the operation of listed tools and equipment.
5. Demonstrate a working knowledge of bookkeeping and accounting principles.
6. Demonstrate a working knowledge of the State of Washington Budgeting, Accounting and Reporting System.
7. Demonstrate written and oral communications skills sufficiently to maintain productive working relationships both internally and externally as well as prepare detailed reports.

F. Special Requirements:

1. Must be twenty-one (21) years of age or older at time of hire.
2. Have not been convicted of a job-related crime or released from prison within the last 10 years.
3. Ability to read and write the English language.

G. Tools and Equipment Used: Telephone system; personal computer, including word processing software; copy machine; postage machine; fax machine; calculator.

H. Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
2. The employee must occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

I. Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet in office settings.

The duties listed 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.

NOTHING CONTAINED IN THESE JOB DESCRIPTIONS OR ANY OTHER WRITTEN POLICY OF THE DISTRICT IS INTENDED TO BE PART OF ANY EMPLOYMENT RELATIONSHIP OR CONTRACT. THESE JOB DESCRIPTIONS FOR THIS FIRE DISTRICT OR ANY OTHER WRITTEN POLICY OF THE DISTRICT ARE MERELY STATEMENTS OF DISTRICT POLICY AND DO NOT AMOUNT TO PROMISES OF SPECIFIC TREATMENT. FURTHERMORE, THE DISTRICT RESERVES THE RIGHT TO MODIFY THE AFOREMENTIONED JOB DESCRIPTION AND DISTRICT POLICIES AT ANY TIME.