Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 4.1.71

2. SUBJECT: ***Job Description – Executive Assistant***

3. POLICY: The Executive Assistant is established to assist the District Fire Chief/Deputy Fire Chief with the day to day administrative operations and to assist the District Secretary with the accounting/financial duties of the District.

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

5. RESPONSIBILITIES:

   A. The District Fire Chief shall ensure that this Policy and Procedure is adhered to.

   B. The Executive Assistant will adhere to the Policy and Procedure.

6. PROCEDURE:

   A. Supervision Received: The Executive Assistant shall report to the District Fire Chief.

   B. Supervision Exercised: None

   C. Essential Duties and Responsibilities:

      1. Assist the District Fire Chief/Deputy Fire Chief with the day to day operations of Grant County Fire District 3.
      2. Provide clerical duties to the District Fire Chief/Deputy Fire Chief
      3. Assist the District Fire Chief/Deputy Fire Chief with all special assignments.
      4. Assist the District Secretary to the Board of Commissioners.
      5. Assist with the preparation of the Annual Report and Budget preparation.
      6. Prepare and transmit payroll for the District Employees.
      7. Prepare and transmit L&I insurance and benefit reports.
      8. Post Accounts Receivable and Payable.
      9. Prepare and process vouchers and warrants, record warrant numbers.
      10. Attend Board meetings in the absence of the District Secretary and prepare draft minutes within 5 working days of the meeting.
      11. Inputs simple posting to various reports such as annual reports, budgetary reports; compiles tabulated data.
      12. Back up Auditing Officer: Petty Cash, Advance Travel/ reimbursement

Account, Department of Retirement Services (DRS).

13. Back up the Public Records, Records Retention and Privacy Officer.
14. Back up the Board of Trustee Volunteer Secretary/Widow's & Orphan Coordinator. Process volunteer accident reports/invoices/payment.
15. Process payroll reports; i.e. Department of Labor & Industries/ Employment Security.
16. Support Division Member
17. Assist Administrative Assistant with day to day operations.
18. Back up/input into Emergency Reporting Software and verification of information.
19. Prepare all travel arrangements and per diem checks.
20. Prepare career hours and required reports (i.e. comp time/overtime/DRS)
21. Receipt all incoming monies.
22. Schedule all facilities rooms (St#31, St #35, St#37).
23. Maintain/order office supplies.
24. ID preparation.
25. Assist with Public Information and Press releases under the direction of the District Fire Chief/Deputy Fire Chief.

D. Peripheral Duties:

1. Attends periodic schools, conferences, workshops and seminars as directed by the Chief and 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 Abilities and Skills:

1. 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. Two-year degree with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, payroll and three (3) 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 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 (BARS) and BIAS Software.

7. Demonstrate written and oral communications skills sufficient to maintain productive working relationships both internally and externally as well as prepare detailed reports.
8. Demonstrate a working knowledge of the Washington State Annual Report requirements and general knowledge of Washington State laws and statues.
9. Demonstrate a working knowledge of the Department of Retirement Systems processes and practices.

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, write and communicate in the English language.
4. Must be eligible to work in the United States

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 accommodations 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 accommodations 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.