



Polk County Fire District No.1
1800 Monmouth Street, Independence, OR 97351
Phone: 503-838-1510
Fax: 503-838-1235
www.polk1.org



JOB OPPORTUNITY

OFFICE ADMINISTRATOR

Office Administrator **Polk County Fire District No.1**

Manages the Fire District office and performs complex office administrative work. Provides administrative and clerical support to Fire District staff, the Board of Directors, and acts as confidential secretary to the Fire Chief. Performs all regular accounting duties including accounts payable, accounts receivable, and payroll processing. Manages reporting of employee benefits in accordance with federal, state and local regulations.

Experience with Microsoft Office and QuickBooks software required. Knowledge of governmental fund accounting, public budgeting law, public meeting law, and experience in human resources is desired. Requires ability to work independently. This is a salaried position.

Applications are available online at www.polk1.org or at the Central Fire Station located at 1800 Monmouth Street, Independence, OR 97351.

Application, cover letter, resume, and letters of reference (optional) must be received by 5:00 pm on Tuesday, February 16, 2021. You may hand deliver your packet Monday through Friday 8:00 am - 5:00 pm or mail to:

Polk County Fire District No.1
Attn: Susan Shepard
1800 Monmouth St.
Independence, OR 97351

Finalists will be invited to an assessment center scheduled for March 2, 2021.



Polk County Fire District No.1 OFFICE ADMINISTRATOR WAGE AND BENEFITS



- Salary - \$48,000 - \$55,000 per year DOQ
- PERS Retirement
- Vacation
- Sick Leave
- Paid Holidays
- Health Insurance
- Life, Accidental Death/Dismemberment insurance coverage
- HRA VEBA
- PEHP (Post Employment Health Benefit)



JOB DESCRIPTION OFFICE ADMINISTRATOR

Reviewed January, 2021



GENERAL STATEMENT OF DUTIES:

The Office Administrator is responsible for all office administration and financial duties, direct and indirect support of the Board of Directors, Civil Service Commission, Fire Chief, and management staff in meeting fiscal and operational goals.

SUPERVISION RECEIVED:

The Office Administrator works under the direct supervision of the Fire Chief and is a member of the management team. This classification is a confidential employee.

SUPERVISION EXERCISED:

The Office Administrator is responsible for supervision of the Office Assistant.

ESSENTIAL FUNCTIONS:

The essential functions of the Office Administrator includes, but is not limited to, the following duties and responsibilities listed in no particular order of importance or significance:

- Organizes, coordinates and directs the administrative and business office functions of the District per requirements of the Fire Chief, state statutes, district policies and/or Standard Operating Procedures;
- Assists and makes recommendations in the preparation of the District's annual budget revenue and expenditures and prepares monthly variance reports; responds to questions and provides clarification for audits as required;
- Completes all accounts payable functions for the District including invoices for payment, maintaining all records of accounts payable, preparation of checks, managing petty cash, preparing and initiating fund transfers;
- Performs all accounts receivable functions for the District; including preparation of invoices for billing, preparation and making deposits, property tax posting, and maintaining all records of accounts receivable;
- Assists in preparation and research of the budget including all related materials and forms necessary to levy property taxes. Posts and maintains District budget as required by the State;
- Prepares audit materials and provides all necessary assistance and information to District auditors;
- Performs all payroll services for the District including review of time sheets, calculating and posting various types of pay and leave accruals, distributing paychecks and maintaining payroll records, preparing W-2's and 1099's. Ensures compliance with requirements of the Fair Labor Standard Act (FLSA) and Oregon wage and hour regulations;
- Maintains ambulance service records both for billing information and quality assurance, patient information, prepares ambulance billing information and monitors accounts receivable from billing service;
- Maintains FireMed records, receivables, and billing information as well as membership listings, available for questions and answers regarding FireMed coverage and sign-ups;
- Creates and maintains all current and prior personnel files;
- Acts as administrator for all employee benefit programs including health, dental, life and disability, HRA VEBA, PERS retirement, and deferred compensation plans;
- Maintains central filing system including historical, contractual, payables, audit, budget, legal, etc;
- Maintains records of all grants applied for and received; files grant application copies, tracks expenses, and prepares reports as required;
- Prepares and maintains records of workers compensation injury reports and related documentation;

- Attends all board meetings, executive sessions and records proceedings. Posts notices of public meetings, organizes and assists with agendas, and material (minutes, resolutions, etc); responsible for distributing material to board members;
- Conducts assigned research and prepares reports;
- Composes and transcribes correspondences, letters, reports, memorandums, and schedules meetings as directed;
- Reviews, prepares, and maintains District procedures and manuals as directed;
- Assists with long range planning, policy preparation, and participates in staff meetings as requested;
- Responsible for archiving records and destruction of archived records in accordance with State retention schedules;
- Acts as District public records custodian;
- Provides support and assists with IT contact for the District's MSA (managed services agreement) assists the Fire Chief in IT planning, web page management/maintenance, assist with specs for updating and or purchasing new hardware and software for the District's computer systems;
- Assists the Fire Chief with the preparation of District correspondence, legal documents, contract/bid documents and community letters;
- Attends special meetings, educational classes, conferences, seminars, and work sessions as required;
- Provides administrative support as necessary to the stations, personnel, and volunteers;
- Assists in answering phone calls, responding to requests, taking messages, and routing calls to the appropriate person;
- Performs work assignments in a courteous, efficient, and helpful manner. Promotes a positive attitude, proper courtesy, and proper conduct on and off the job;
- Performs other duties as assigned.

NECESSARY QUALIFICATIONS:

This position requires a strong ability to interact with the public in a professional and pleasant manner, advanced knowledge of office and accounting practices and procedures, use of office equipment and software, strong knowledge of business writing, ability to spell and apply correct grammar, maintain filing systems, ability to understand and carry out oral and written directions, ability to interact with and maintain harmonious relationships with fellow employees, public, and organizations. Able to work independently.

In addition, this position requires the ability to perform detailed work involving written or numerical data and to make mathematical calculations rapidly and accurately and the ability to understand and follow oral and written instructions of a complex nature, ability to exercise sound judgement to analyze problems and develop solutions, ability to efficiently work under pressure with interruptions. Ability to maintain confidentiality in communications with others.

DESIRABLE QUALIFICATIONS:

- Public agency accounting experience
- Working knowledge of Oregon budget and public meetings law
- Oregon Fire Service Office Administrators Association accreditation
- Local Government Management certification
- Associates or Bachelor's degree in Accounting and/or Business administration

EXPERIENCE AND EDUCATION:

- Graduation from high school or GED; preferably supplemented with education, training, or experience equivalent to an associate degree or above with emphasis in computer software applications, specifically financial, payroll software, Microsoft Office, QuickBooks, and office management;
- At least 4 years of progressively responsible administrative experience in business administration, public administration, fire department administration, or related; or any equivalent combination of experience and training.
- Ability to accurately type and keyboard;
- Any combination of experience, education and training that demonstrates the required knowledge, skills and abilities for this position.

MENTAL AND PHYSICAL DEMANDS:

- Qualified individuals with disabilities and known limitations will be reasonably accommodated to perform the essential functions of this classification;
- This classification continuously requires creativity, in speaking, reading, writing and understanding English, use of discretion, performance of basic math, and multitasking;
- The physical demands of this position include: sitting or standing for long periods of time while performing data entry and other clerical tasks, bending and stooping from sitting and standing positions to perform filing and other functions, occasional light lifting and moving up to 20 pounds, using wrists, hands and fingers to perform data entry and manual posting tasks for long periods of time;
- Specific vision abilities required of this position include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

- Work is performed primarily in an office environment with the District; occasional offsite and outdoor events are a requirement;
- Attendance of evening meetings is required;
- Extensive close work and computer monitor work is required;
- Work with and near electronic equipment;
- Noise levels of the work environment can vary from mild to moderate;
- Out of area training and travel may be required.



POLK COUNTY FIRE DISTRICT NO.1
APPLICATION FOR EMPLOYMENT
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OFFICE ADMINISTRATOR APPLICATION

Polk County Fire District No.1 is an equal opportunity employer and does not unlawfully discriminate on basis of race, sex, age, color, religion, national origin, marital status, veteran status, disability status or any other basis prohibited by federal, state or local law.

INSTRUCTIONS: All pages of this application must be completed. Answer each question fully and accurately. If you need additional space, continue your answers on a separate sheet of paper. No action can be taken on this application until all questions have been answered. **Please submit a cover letter, resume, and letters of recommendation (optional) with your application. Mail to Polk County Fire District No.1, Attn: Susan Shepard, 1800 Monmouth St. Independence, OR 97351.**

NAME: _____
LAST FIRST MIDDLE

ADDRESS: _____

MAILING ADDRESS: (if different) _____

CITY, STATE: _____ **ZIP:** _____

EMAIL: _____

Home Phone: _____ **Cell Phone:** _____

EDUCATION HISTORY:

School	Name & Location	Course of Study	Years Completed	Degree/Diploma
High School or GED				
College				
Graduate				
Business				
Trade				

ADDITIONAL TRAINING: List any other relevant education or certifications, special training, skills, languages or other special job-related skills you may have that are pertinent to the position for which you are applying.

I am seeking veteran or disabled veteran preference.

To verify and to claim your veteran status, please attach your DD 214/215 to your application before the close date of the recruitment. To use disabled veteran preference, you may need to also provide a copy of your veteran's disability preference letter from the U.S. Department of Veterans Affairs, unless the information is already included in the DD 214/215. Please remember to redact your social security number information on the copy of the form you will be attaching.

EMPLOYMENT HISTORY:

Beginning with your present or most recent job, describe your work experience, including all non-paid or volunteer work. List any other prior experience related to the duties of the position for which you are applying.

Employer: _____

Address: _____

Supervisors Name: _____ **Telephone #** _____

Your title: _____ **From:** _____ **To:** _____

Duties: _____

Reason for leaving: _____

May we contact your supervisor/employer? YES NO

Employer: _____

Address: _____

Supervisors Name: _____ **Telephone #** _____

Your title: _____ **From:** _____ **To:** _____

Duties: _____

Reason for leaving: _____

May we contact your supervisor/employer? YES NO

Employer: _____

Address: _____

Supervisors Name: _____ Telephone # _____

Your title: _____ From: _____ To: _____

Duties: _____

Reason for leaving: _____

May we contact your supervisor/employer? YES NO

SPECIAL SKILLS, QUALIFICATIONS AND CONSIDERATIONS:

Summarize special skills and qualifications, volunteer activities, community involvement, employment or other activities related to the job you are seeking.

REFERENCES:

Please give three references, not relatives or former employers.

Name: _____ Phone Number: _____

Occupation: _____ Email: _____

Name: _____ Phone Number: _____

Occupation: _____ Email: _____

Name: _____ Phone Number: _____

Occupation: _____ Email: _____



OFFICE ADMINISTRATOR SUPPLEMENTAL QUESTIONS



Briefly explain your interest in this position:

Please explain your experience and/or knowledge of Oregon Budget Law, and your experience working with a budget:

What is your experience with payroll, accounting software, and with Microsoft Word, Excel, Publisher, and Access?

Please indicate your experience with accounts payable, accounts receivable, and payroll duties:

Please explain your experience working in Human Resources:

Please indicate briefly any job-related skills or additional information you feel may be helpful to us in considering your application:



AFFIDAVIT

I certify that the answers given herein are true and complete to the best of my knowledge. I agree that Polk County Fire District No.1 shall not be liable in any respect if employment is denied me or if my employment is terminated because of false, incomplete or misleading information in my application or interviews. I also authorize the companies, schools or persons named above to release to Polk County Fire District No.1 all information regarding my employment, character and qualifications. I hereby release said companies, schools or persons from all liability for any damage for issuing this information. I understand that nothing contained in this employment application, or in the granting of an interview, creates a contract between Polk County Fire District No.1 and me for employment or any other benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon Polk County Fire District No.1. If an employment relationship is established, I understand that unless specifically limited in formally executed contract, I have the right to terminate my employment at any time for any reason and Polk County Fire District No.1 retains a similar right.

By my signature below, I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading answers, my application may be rejected, my name removed from consideration or my appointment terminated.

I understand that I may be required to undergo physical examination, drug screening and/or background investigation during the hiring process.

As a condition of employment, I understand I will be required to produce original documents establishing my identity and authorization to work, and if necessary, to complete the U.S. Immigration and Naturalization Service Form I-9.

Printed Name _____ **Date** _____

Signature _____