



**Pierce County Fire District 16
Key Peninsula Fire Department**

Executive Assistant

Salary Range: \$8,246.58 - \$11,157.14 Monthly
\$98,958.96 - \$133,885.68 Annually

Opening Date: July 16, 2024

Closing Date: August 16, 2024, 4:30 pm

Essential Duties & Responsibilities:

Under the general direction of the Fire Chief, the Executive Assistant performs a variety of complex administrative, technical, accounting, and professional work in directing and supervising the financial, accounting and records management systems of the District. The Executive Assistant serves as the confidential secretary to the Board of Fire Commissioners and Fire Chief. This is a full-time, FLSA Exempt, position.

The following are some important duties of the position:

- Administratively manage the official affairs of the Board of Fire Commissioners and Fire Chief
- Supervision and management of all accounting records, vouchers and preparation of budgets commensurate with state and local laws
- Serve as the District's Budget and Finance Officer, supporting the development and execution of the annual budget, and all aspects attached to the annual budget, including payroll
- Maintain monthly accounting of revenues and expenditures, keeping the Fire Chief and Board of Fire Commissioners advised
- Process accounts payable based on Purchase Orders, packing slips, invoices and statements.
- Serve as the District's Investment Officer
- Provide reports and assistance to the State Auditor as required
- Develop and update administrative policies and procedures, including writing policies as required
- Ensure compliance with Federal, State, and County requirements related to administrative and financial activities
- Monitor expenditures from assigned budget areas

- Serve as Record Custodian of the District; maintains a variety of complex and confidential records including financial, fire and medical incident records, contracts, agreements, and payroll consistent with record retention requirements. Provide and respond to requests for District information consistent with Open Public Meetings Act and within public disclosure requirements
- Develop proposals and strategies for collective bargaining processes and other matters as needed
- Serve as the Secretary to the Volunteer Relief and Pension Board of the District
- Represent the Fire Chief and Board of Fire Commissioners with civic leaders, committees and boards as directed
- Prepares agendas, packets and performs as recorder for all Board of Commissioner meetings, and other committees as needed

Candidate Attributes:

- Knowledge of the principles and practices of budgeting, accounting and business administration, including knowledge of pertinent federal and state laws related to assigned job duties
- Knowledge of Open Public Meetings Act and Open Public Records Act
- Skill in using computers and programs such as Microsoft Office (Outlook, Excel, Word, PowerPoint, Teams, etc), and accounting financial systems
- Ability to develop and manage administrative projects and to anticipate and respond to administrative and operational problems
- Ability to thoroughly investigate sensitive issues. Must be able to follow-through in a confidential and diplomatic manner
- Ability to communicate both verbally and in writing
- Ability to make decisions after collecting relevant information and to provide guidance on appropriate actions to take
- Customer-service orientation – ability to convey a sincere willingness to be of service and/or open to resolving the situation at hand
- Ability to successfully work independently given strategic direction
- Ability to work effectively in a team environment
- Ability to interact with others in a manner that is sensitive, calm and appropriate for the situation

Qualifications:

Minimum

- High school diploma or GED
- Five (5) years of progressively responsible administrative work experience
- Maintain a valid Washington State Driver's License and acceptable driving record

Preferred

- A Bachelor's degree in Accounting, Business Administration, Public Administration, or a closely related field
- Ten (10) years of progressively responsible administrative experience
- Previous experience as an executive assistant, administrative assistant, or a closely related position
- Ability to obtain a notary bond

Benefits Overview:

- Medical/Dental/Vision
- Deferred Compensation Plan
- Health Reimbursement Account
- State Pension/Retirement Plan
- Employer Paid Disability Program
- Employee Assistance Program
- Life Insurance
- Paid Time Off
- Tuition Reimbursement

Selection Guidelines

Position shall be filled through an impartial selection process, which may include, but not be limited to: application, letter of interest, assessment of skills and abilities, background review to include professional references, and a scored interview(s)

District-approved application can be downloaded from our website at <https://www.keypeninsulafire.org/employment> . Applications will only be accepted electronically. Please submit a signed and completed application, letter of interest, resume, and answered supplemental questions no later than 4:30 pm PST on August 16, 2024. Application materials may be sent electronically to nswinhart@kpdf.org.