



Washington

EXECUTIVE ADMINISTRATIVE ASSISTANT

\$65,000 - \$72,000

Plus Excellent Benefits

Apply by
October 29, 2023
(First Review, Open Until Filled)

PROTHMAN



THE COMMUNITY



Grays Harbor County, Washington is an excellent destination for those looking to explore the beauty of the Pacific Northwest. Elma, Malone, and Porter are three charming communities that offer an authentic small-town experience.

Elma, home to the East Grays Harbor Fire & Rescue headquarters, lies within the Chehalis River Valley in Eastern Grays Harbor County, about 30 miles West of Olympia and 40 miles East of the Pacific coast. Elma is a picturesque city home to 3,500 residents with a historic downtown area, several parks, and a variety of local businesses where residents and visitors can immerse themselves in the unique charm of small-town living. To the southeast of Elma, the communities of Malone and Porter offer a rural agricultural experience, perfect for those seeking a peaceful escape from the hustle and bustle of city life.

Grays Harbor County as a whole boasts a range of outdoor recreational opportunities, with numerous state parks, beaches, and lakes offering endless opportunities for hiking, camping, fishing, and boating. Additionally, the county hosts several local festivals and events throughout the year, celebrating the unique culture and heritage of the region. For motorsports enthusiasts, the Grays Harbor Raceway in Elma is the ultimate destination. The raceway hosts a variety of thrilling events throughout the year, including sprint car races, demolition derbies, and monster truck shows. The facility also features a family-friendly atmosphere with a kids' play area and food vendors offering a range of delicious options. With charming communities, stunning natural beauty, excellent school districts, and exciting motorsports events, this is a destination that truly has it all.



THE DISTRICT

East Grays Harbor Fire and Rescue (EGHFR) is a full-service local fire department agency that provides Emergency Medical Response and Transport along with Fire and Rescue Services to the communities of Bush Creek, Rural Elma, Malone, Porter, and Satsop in East Grays Harbor County. EGHFR operates with a five-member Board of Commissioners and is a progressive and fast-growing combination department made up of both career staff and volunteers. EGHFR provides top of the line emergency response service to those living or traveling through East Grays Harbor. EGHFR responds to approximately 2,300 calls annually over a 200 square mile response area which is home to a population of approximately 12,000. EGHFR is also the contract provider for EMS services including Basic and Paramedic level services to the City of McCleary and Grays Harbor Fire District 12.

EGHFR provides a wide range of services which include fire protection services for residential, commercial, and property areas, emergency medical services through on-call 911 services for East Grays Harbor County, inter-facility medical transports, EMS event standby for car races, motorcycle events, rodeos, and fairground events, rescue services, and motor vehicle collision response and extrication. EGHFR also handles one of the largest and fastest roadways in the county, responding to accidents for extrication and injuries.

THE POSITION

The Executive Administrative Assistant ("EAA") reports to the Fire Chief and the Board of Commissioners. This position is responsible for providing senior-level secretarial, clerical, and administrative services. The EAA's primary duty is to complete all services and functions required by applicable Washington State law, by the Board of Commissioners, and by and the Fire Chief within the scope of their respective duties to the District. This position requires regular, on-time physical attendance during assigned work hours at the District's Fire Station(s) and such other locations as assigned. The EAA serves in a confidential capacity to the Board of Commissioners and the Fire Chief. This is a non-union represented position.

To view the full job description, please view the attachment found [here](#).



THE IDEAL CANDIDATE

Minimum Qualifications:

- Graduation from an accredited high school or a GED equivalency.
- A bachelor's degree with major coursework in business administration, finance, economics, accounting, and or human resources or a related field, **OR** any equivalent combination of advanced education and experience sufficient to provide the knowledge, skills, and abilities to successfully perform the essential functions of the job will be considered.
- A valid Washington State Driver's License and a driving record acceptable to the District's insurance carrier.
- Must be a minimum of 21 years of age at the time of application and have the ability to pass a criminal background check. Candidates must have the legal right to be employed in the United States.



Preferred Qualifications:

- Five (5) years of experience in government finance/administration.
- Ability to learn quickly and adapt to take on additional responsibilities as necessary.
- Detail-oriented, with strong organizational skills.



Desired Knowledge, Skills, and Abilities:

- The ability to use a variety of computer applications, including Microsoft Word, Excel, Outlook, and PowerPoint.
- Effective communication skills in both written and verbal form.
- Knowledge of general office procedures plus familiarity with the general principles of public administration and organization.
- Knowledge of federal, state, and local laws regarding personnel policies and practices, including (without limitation) equal employment opportunity, Fair Labor Standards Act, Family and Medical Leave Act, Americans with Disabilities Act requirements, Long Term Care Act, and others.
- Principles and practices of employee benefit programs and Washington State's workers compensation program.
- Principles and practices of employee payroll programs.
- Principles and practices of government purchasing and contracting.
- Must be able to professionally interact with others beyond giving and receiving instructions. This includes the ability to: (a) get along with co-workers and others without exhibiting behavioral extremes; (b) perform work activities requiring instructing, persuading, and speaking with others; (c) responding appropriately and professionally to criticism from a supervisor and others; and (d) work in stressful situations from time to time.

COMPENSATION & BENEFITS

- **\$60,000 - \$72,000 DOQ**
- Medical/Dental/Vision: PPO+ plan with 100% employee and dependent coverage.
- Sick Leave: 8 hours per month up to a maximum of 960 hours.
- Vacation: 80 hours per year (0-2 years), 96 Hours (3-4 years), then goes up 24 hours every 3 years.
- 12 paid holidays annually.
- The employee shall be eligible to participate in the Public Employment Retirement System (PERS 2) Pension Program with the District paying the portion they are responsible for in compliance with Title 41 RCW.

For more information on East Grays Harbor Fire & Rescue, please visit:

www.eghfr.org



East Grays Harbor Fire and Rescue is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 29, 2023** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "Open Recruitments", select "**East Grays Harbor Fire & Rescue, WA – Executive Administrative Assistant**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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