

East Grays Harbor Fire Rescue

JOB DESCRIPTION

NUMBER: 2000-1.3

Approved by: Board Commissioners

Position: Executive Administrative Assistant

Dated: August 8, 2023

SUMMARY OF JOB SCOPE:

The Executive Administrative Assistant (“EAA”) reports to the Fire Chief and the Board of Commissioners and is responsible for providing senior level secretarial, clerical, and administrative services. The EAA’s primary requirement 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.

Please note that the EAA’s position requires regular and on-time physical attendance during assigned work hours at the District’s Fire Station(s) and such other locations as may be assigned.

The EAA serves in a confidential capacity to the Board of Commissioners and the Fire Chief. This is a non-union represented position pursuant to RCW 41.56.030(12).

SUPERVISION RECEIVED: As noted above, the EAA works under the direction of the Fire Chief and the Board of Commissioners.

SUPERVISORY RESPONSIBILITIES: The EAA supervises the operations of accounts payable, payroll functions, audits, and all other Administrative Assistant duties.

WAGES AND BENEFITS: See attached Appendix A

ESSENTIAL JOB FUNCTIONS AND DUTIES:

The EAA is an appointed public official who serves at the discretion of the Board of Commissioners in an “at-will” position. The EAA shall comply with the code of ethics for municipal officers (Ch. 42.23 RCW), all applicable laws/regulations, and all District policies, rules, and procedures.

The job duties and responsibilities set forth in this job description in no way imply that these are the only duties to be performed. Individuals occupying this position will be required to follow any other job- related instructions and to perform other job-related duties requested by the Fire Chief and the Board of Commissioners.

To perform this job successfully, the employee must be able to consistently perform each essential job duty set forth herein in a satisfactory manner. Specific essential job duties include, but are not limited to:

- Maintaining a work schedule as determined by the District Fire Chief and Board of Commissioners.
- Serving as the Executive Administrative Assistant to the Board of Commissioners, attending all meetings of the Board, and preparing/recording the minutes of the meetings.
- Serving as the Executive Administrative Assistant to the Fire Chief.
- Assisting the Board and the Fire Chief in a confidential capacity with labor relations, collective bargaining, and employment matters.
- Performing the administrative work of the Board and, in so doing, handling with confidentiality a broad scope of information.
- Proficiently using a variety of software including (without limitation): Microsoft Word, Outlook, Excel, etc.

- Typing, drafting correspondence, responding to telephone, mail and e-mail inquiries; creating and maintaining filing systems; producing correspondence and documents; and maintaining documents, records, and databases.
- Assisting the public.
- Devising and maintain office systems, including supplies.
- Serving as a liaison working with the Washington State Auditor's Office on audits and ensuring compliance with the Auditor's requirements.
- Managing and maintaining budgets, accounts receivable, and accounts payable (and communicating the status of this information to the Fire Chief and the Board of Commissioners in a timely fashion). Having and applying a broad knowledge of the Washington State Budgeting, Accounting and Reporting (BARS) which directs all accounting and reporting standards for local governments.
- Managing financial transactions involving various funds, grants, and contracts. Managing the development and monitoring of budgets and various funds. Monitoring compliance with grants and contracts. Analyzing financial data to ensure efficient use of resources.
- Providing confidential human resources support to the Fire Chief and the District.
- Maintaining confidentiality as required in a variety of situations.
- Keeping current of pertinent laws and regulations to maintain up-to-date compliance in all areas relevant the EAA's essential job functions and duties.
- Working directly with the Fire Chief to develop the District's annual budget. At the direction of the Fire Chief may be required to calculate and submit the annual

Fire and EMS levy calculations and certifications to Grays Harbor County for the purposes of determining the property tax revenues for the next year.

- Manage, organize, and tracks District contracts, grants, GEMT and other required financial reporting.
- Overseeing all District payroll functions. Reviewing monthly payrolls and benefit submissions for accuracy, reviewing payroll changes, and any contract updates. Serving as a backup for payroll functions as needed.
- Establishing and maintaining a good working relationship with the Grays Harbor County Government, particularly the Treasurer's Office, Auditor's Office, and Assessor's Office; submitting reimbursements and deposits to the Treasurer's Office as necessary.
- Serving as the District Investment Officer and working with the Fire Chief to implement and manage all investments.
- Preparing and submitting monthly and year-end financial statements in compliance with BARS; preparing and submitting other monthly, quarterly, and annual reports as necessary.
- Managing cash receipting and deposit procedures to ensure compliance with District policy.
- Assisting with the annual audit of the District's third-party billing company in regard to accurate and timely patient billing and collection process
- Assisting with creation of financial policies and procedures for the District as requested.

- Ensuring compliance with government bidding, contracting and purchasing rules and regulations.
- Maintaining personnel files and other records in compliance with District policies, collective bargaining agreement, legal regulations, and confidentiality requirements.
- Conducting employee orientations.
- Managing workers compensation coverage and claims.
- Managing employee benefit programs and assisting employees relating to health insurance, life insurance, retirement, deferred compensation, and other benefit programs.
- Attending meetings, seminars, conferences, and other training programs to keep informed of current laws and changes that may affect the District.
- Participating when requested in community and District activities that promote the District.
- Performing other duties and responsibilities as assigned by the Board of Commissioners and the Fire Chief in their discretion.

Minimum Qualifications:

- Must be a graduate from an accredited high school or have a GED equivalency.
- Must have bachelor's degree with major course work in business administration, finance, economics, accounting, and or human resources or a related field. Alternatively, 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.

- Ability to use a variety of computer applications, including Microsoft Word, Excel, Outlook, and PowerPoint.
- Effective communication skills in both written and verbal form.
- Requires 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 time of application.
- Ability to pass a criminal background check.
- Legal right to be employed in the United States.

Preferred Qualifications:

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

Desired Knowledge, Ability, and Skills:

- 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, and 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.

Additional Required Skills and Abilities:

- 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) respond appropriately and professionally to criticism from a supervisor and others; and (d) work in stressful situations from time to time.

Physical Requirements:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. The District shall make reasonable accommodations in compliance with applicable law to enable qualified persons to perform the essential functions of the job.

- While performing the duties of this job, the employee is regularly required to effectively speak in a persuasive and professional manner and to hear the concerns and ideas of others.
- Ability to work in an office environment for an extended period of time to include, but not limited to, working at a computer workstation and sitting at an office desk, standing behind a counter, standing and operating copy machines.

- The specific vision abilities required by this job include close vision, distance vision, and the ability to focus for prolonged periods of time.
- Must be able to reach with arms and hands, use hands and fingers to operate office equipment, stand, sit, stoop, and crouch.
- Must be able to lift regularly lift and move up to ten (10) pounds without difficulty and occasionally lift and move objects in excess of twenty-five (25) pounds.
- Requires ability to drive an automobile.

Work Environment:

- Must be flexible and willing to work additional hours due to workload, and on weekends and outside regular business hours when necessary. Occasional travel may be required.
- Will be required to attend evening Commissioner meetings (generally two to three times per month).
- The employee will perform most of this position's job duties in an indoor office environment, although the employee will also perform job duties outside and in other environments off site from time to time. The employee's work will be interrupted with other tasks and duties on a regular basis and the employee must have the ability to professionally handle and manage such interruptions.
- Noise levels are usually moderately quiet with occasional radio transmissions of emergency incident notification and information which is audible in the office area.

Work Hours:

- This is a full-time position.
- This is a FLSA non-exempt position (meaning that the employee shall receive overtime compensation if they work more than 40 hours in the District's designated seven (7) day workweek). Typically, the employee will work Monday through Friday from 0800 to 1630 hours at their assigned location (although the District may modify these hours when the employee needs to work at night, on the weekend, or as otherwise determined appropriate in the District's discretion). The Employee shall take two paid 10-minute breaks (one in the morning and one in the afternoon) (and a 30-minute unpaid lunch each day).

The duties listed above are intended only as an illustration 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 logical assignment to this position. The job description does not constitute an employment agreement between the District and the employee and is subject to change by the District from time to time as it determines appropriate in its discretion.