

# *Grant County Fire Protection District 3*

## **POLICY AND PROCEDURE**

1. NUMBER: 4.1.9
2. SUBJECT: *Job Description – Executive Assistant /District Secretary*
3. POLICY: The Executive Assistant is established to assist the District Fire Chief with the day to day Business and Administrative operations of the District. The District Secretary is established to perform the responsibilities outlined in R.C.W. Title 52.
4. SCOPE: This Policy and Procedure is applicable to the Executive Assistant and District Secretary of Grant County Fire District 3.
5. RESPONSIBILITIES:
  - A. The Chairman of the Board of Commissioners shall ensure that this Policy and Procedure is adhered to.
  - B. The Executive Assistant /District Secretary will adhere to the Policy and Procedure.
  - C. This is an executive position which customarily and regularly requires direction and independent judgment. This position is classified as an Exempt Status Employee and is exempt from overtime. All requests for time off will be submitted directly to the District Fire Chief for approval.
6. PROCEDURE:
  - A. Supervision Received: The Executive Assistant /District Secretary will serve in dual roles. In the role of District Secretary, the secretary is a public officer and obligated to perform the Duties required of the position by statute as well as to perform the duties assigned by the Board. As Executive Assistant to the District Fire Chief, the Executive Assistant has the obligation to perform the duties assigned by the District Fire Chief. Obviously, conflicts can arise and in the event of conflict or uncertainty, the primary responsibility of the Executive Assistant will be to the Board of Commissioners.
  - B. Supervision Exercised: No personnel are assigned to be supervised by the Executive Assistant/District Secretary.

C. Essential Duties and Responsibilities:

1. Shall assist the District Fire Chief with the day to day operations of the District.
2. Aid the District Fire Chief with all special assignments.
3. District Secretary to the Board of Commissioners.
4. Shall prepare and transmit payroll for the District Employees.
5. Shall prepare and transmit insurance and benefit reports.
6. Shall post Accounts Receivable and Payable.
7. Shall prepare and present monthly financial and tax condition statements for the Board of Commissioners.
8. Coordinate the investment of District Funds.
9. Assist with the preparation of the Annual Budget and prepare monthly budget reports.
10. Attend all Board meetings, except when excused.
11. Shall prepare and process vouchers and warrants.
  - a. All invoices shall be reviewed by the District Fire Chief prior to processing. Unprocessed invoices will be forwarded to District Secretary as agreed upon.
  - b. All vouchers shall be submitted to the District Fire Chief for review at the start of the working day of the Board meeting.
  - c. Warrants shall be processed and mailed within two days of their return from the County.
  - d. All vouchers shall be kept in an orderly file provided in the District Office.
  - e. Given that the incumbent may have other employment duties with the District he or she shall be allowed time on the day following any Board meeting to process and transmit required paperwork to the County. In any case all financial matters shall be processed and transmitted within two working days of any meeting.
12. Shall record all Board of Commissioners meeting minutes: Draft copies of minutes and proceeding of all Commissioners meeting shall be available within 5 working days of that meeting.
13. Prepares a variety of reports and records including personnel records, and requisitions.
14. Inputs data to standard district forms and data bases; makes simple posting to various reports such as annual reports, budgetary reports; compiles tabulated data.
15. Auditing Officer: Petty Cash, Advance Travel/Reimbursement Account, DRS.
16. Public Records, Records Retention and Privacy Officer.
17. Contractual Agreements, Bid Procedures, Notifications/Publications/Legal Advertisements.

18. Board of Trustee Volunteer Secretary/Widows & Orphan Coordinator. Process volunteer accident reports/ invoices/payments.
19. Coordinate benefits for Career Staff; i.e. medical/dental/retirement.
20. Process payroll reports; i.e. Department of Labor & Industries/ Employment Security.
21. Support Division Member.
22. Annual Banquet Coordinator.
23. State Reports.
24. Assist Administrative Assistant with day to day operations.
25. Notary.
26. Centralized filing system.

D. Peripheral Duties:

1. Attends periodic schools, conferences, workshops and seminars as directed by the 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 Ability 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. Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and two (2) 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.
7. Demonstrate written and oral communications skills sufficient to maintain productive working relationships both internally and externally as well as prepare detailed reports.

- 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 and write the English language.
- 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.**