



Now Accepting Applications for the following position:

Executive Assistant

*Featuring a **Competitive Salary** and **Excellent Benefits Package***



Applications Due - October 4th, 2019



Job Classification

The North Mason Regional Fire Authority is currently accepting applications for the position of **Executive Assistant**. The Authority's Executive Assistant provides the Board of Fire Commissioners and Chief Officers with highly skilled and professional administrative assistance, serving as a critical part of the Authority's management team. Duties include assistance with budget preparation, correspondence, strategic planning, policies and procedures, programs, community outreach, safety and communications and other areas of assignment. The Authority's Executive Assistant is critical in helping the Authority to meet its mission to ***Safe-guard North Mason Communities***.

The NMRFA's Executive Assistant is a full time (40 hours per week) position that reports directly to the Authority Fire Chief.

IMPORTANT DATES

Opening Date

September 3rd, 2019

Closing Date

October 4th, 2019

Assessment Center

October 11th, 2019

Chief's Interview

To Be Scheduled

Start Date

November 1st, 2019

Entry Level Requirements

- Valid WA State driver's license at time of hire.
- A two year AA degree in accounting, business, social, behavioral or fire science, or related field.
- Two years of administrative support experience or a combination of experience and education that demonstrates competency to perform job requirements.
- Meet eligibility requirements for Authority bonding and insurance.
- Ability to obtain Washington State Notary Public status.
- Proficiency in skills noted in Authority job description.



**North Mason
Fire**
P.O. Box 277 - NE 460 Old Belfair Hwy - Belfair, WA 98528

Salary & Benefits

- 2019 Annual Salary Range (DOE): \$47,400 to \$65,764
- Education Salary Incentive: 3% for AA Degree
- No Social Security Plan Participation
- Deferred Compensation Program with Authority Contribution
- 10 recognized holidays
- Annual \$2,500 college educational tuition and book allowance
- 100% Employer Paid Medical, Dental and Vision for family and spouse
- \$2,500 to \$5,500 annual Health Retirement Account (HRA) contribution
- Medical Expense Reimbursement Plan (MERP) participation
- Authority Paid Life Insurance
- WA State PERS Retirement Plan participation
- 168 to 264 hours annual vacation accrual
- 8 hours monthly sick accrual

To Apply:

Completion of an Authority Employment Application is required. A resume will not be accepted in lieu of an application. To obtain a full employment packet visit the Authority's website at www.northmasonrfa.com

Please submit your completed application with all applicable materials **by October 4th** by 5:00pm to Station 21 located at 460 NE Old Belfair Hwy, Belfair or by mail and postmarked by **October 4th, 2019**.

Mail applications and materials to:

North Mason Regional Fire Authority

Attn: Fire Chief Beau Bakken

PO Box 277

Belfair, WA 98528-0277



For questions regarding the job position or the application process, contact Fire Chief Beau Bakken at 360-275-6711 or by email at bbakken@northmasonrfa.com

The North Mason Regional Fire Authority is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, disability status or any other basis prohibited by federal, state or local law.

The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

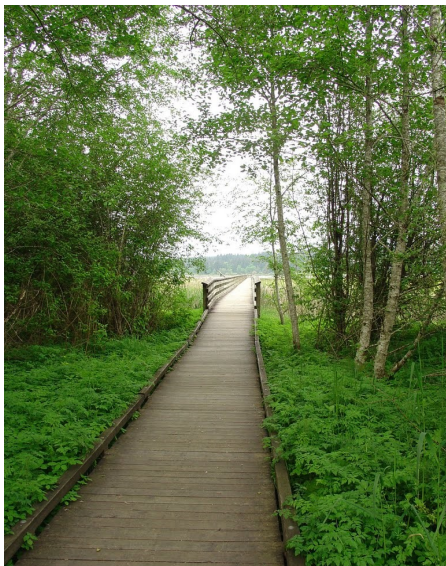
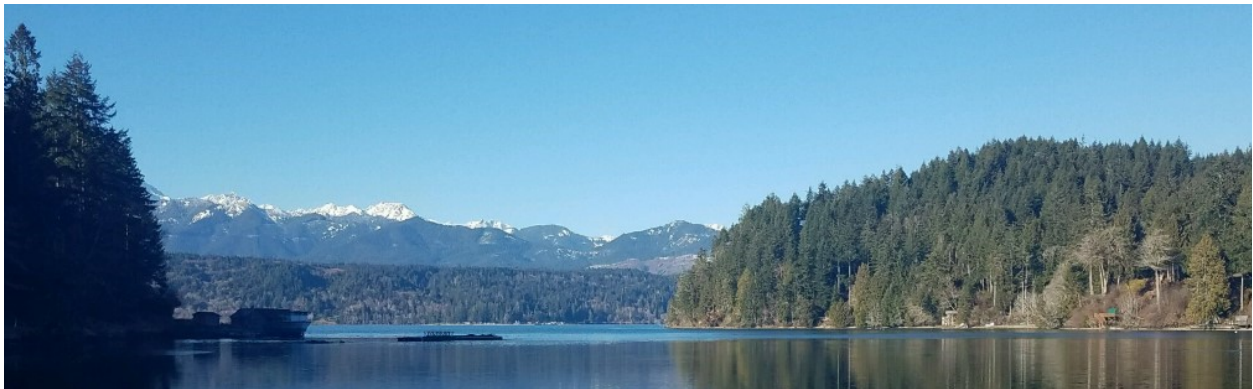
About Us

The North Mason Regional Fire Authority serves Belfair and surrounding communities in North Mason County. The Authority covers 136 square miles and serves a population of 22,000 people. This population nearly doubles in the summertime recreation season.



The Authority responded to just over 2,400 requests for emergency assistance in 2018. The Authority employs three Captains and fourteen firefighters, of which seven maintain Paramedic Certification. The Authority maintains two staffed fire stations full at time Belfair and Collins Lake and one staffed station during daytime hours in Tahuya. The Authority also has several special operations divisions, including an all-terrain vehicle rescue program, haz-mat response and wildland fire response.

Shift personnel work a 48/96 schedule with 13 Kelly days and are represented by IAFF Local 3876. The Authority is well positioned financially, politically, and it values its role as a respected service within the community.



North Mason County

North Mason County is a picturesque community that surrounds the south end of the Hood Canal. It serves as a delightful bedroom community for nearby Bremerton and Tacoma. Surrounded by breathtaking mountains, the area is heavily forested and dotted with numerous lakes, providing limitless outdoor recreational opportunities. North Mason has an award winning school district, library, and is home to the state's largest off-road vehicle park in the Tahuya State Forest. Several infrastructure projects currently ongoing within the Authority are driving an unprecedented level of community growth. These projects include a new high school and infrastructure transformation within the Belfair town center.

Job Description- Executive Assistant-Programs and Policy

CATEGORY: Personnel
NUMBER: PERS-45
EFFECTIVE: August 2019

REFERENCE

N/A

PURPOSE

The purpose of this policy is to define the Authority's work expectation and description for the classification of Executive Assistant-Programs and Policy.

DEFINITION AND MAJOR FUNCTION

This is a full-time, non-exempt, non-supervisory position reporting to, and at the direction of, the Fire Chief. The individual in this position will serve as a member of the Authority's management team. Individuals assigned to this position are expected to: show professional conduct, be attentive to detail, demonstrate a high degree of accuracy, handle work flow consistently and efficiently, meet deadlines, follow through, keep work organized and easily accessible, think independently and problem solve, work with employees at all levels of the organization, be discrete and confidential in handling job responsibilities.

This position is unique in that it performs complex administrative assistance duties.

Employees assigned to this position will be on a one-year probationary period. Once training is complete, work will be reviewed periodically to ensure job responsibilities are being met.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. The employee occupying this position may be required to perform other reasonable duties and tasks as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CORE ADMINISTRATIVE SUPPORT DUTIES

- Provide independent administrative support: arrange meetings and coordinate schedules; prepare confidential correspondence, comprehensive reports, surveys and memorandums; attend meetings and provide accurate meeting minutes. Responsible for compiling, summarizing and reporting findings which may include providing recommendations. May assist with miscellaneous desktop publishing and computer-generated audio/visual production. Provide primary administrative support for an assigned division.

- Assist the Fire Chief with the development and implementation of the Authority budget.
- Serve as the Authority's secretary.
- Take and maintain Board meeting minutes. Maintain correspondence and communications for the Authority's Board of Fire Commissioners.
- Receive incoming telephone calls for employees and the public using professional and courteous phone etiquette and with sensitivity to the diversity of a multi-cultural community. Respond to and answer questions and requests within the realm of authority and forward calls to appropriate personnel.
- Maintain organized, accurate, complete, and easily accessible paper and electronic records and filing systems, including confidential documents. Ensure that the integrity of the information is maintained.
- Participate in the Strategic Planning process, establishing and tracking annual goals and objectives.
- Monitor budget use in areas of assignment.
- Serve as liaison to internal and external stakeholders.
- As directed by staffing needs, serve as backup support to various administrative positions.
- On a regular basis, exercise administrative judgment and assume responsibility for decisions, consequences and results having an impact on individuals, the organization and the quality of service within the assigned area. Responsible for keeping the supervisor informed of any issues that may have an adverse impact on the Authority so that undue escalations can be avoided and proactive solutions considered.
- Know and interpret the formal and informal Authority goals, standards, policies and procedures, and safety rules for the area of assignment.
- Welcome guests and customers in person and over the telephone.
- Apply mathematical and accounting skills as required.
- In the event of a large scale emergency or disaster the employee may be required to report to work.
- May be required to work outside of job description during times of disaster.
- May be required to work some evenings and/or weekends.
- Miscellaneous other administrative duties as assigned.

Project and Program Assistance

- Provide administrative support for the training and evaluation of Authority members.
- Assist with the planning and organization of assigned Authority activities/functions to assure maximum efficiency and effectiveness. Resolve problems, exchange information and provide expertise. Provide special analysis and reports to the Fire Chief and the Commission as required.
- Provide administrative support for the developing long and short-range plans, goals and objectives for all areas; support the assessment of progress and performance in achieving established goals.
- Per the chain of command, provide assistance with disseminating all communications to appropriate personnel regarding directives, general orders, special orders, policies and standard operating procedures.
- Prepare, review, and maintain reports, logs and records related to assigned function(s) to assure regulatory and procedural compliance, evaluate methods and procedures and mitigate risk to the Authority. Assist the Authority's management with assuring proper

maintenance and reliability of associated equipment, apparatus, buildings and other facilities.

- Assist with the preparation and administration of the Authority's budget for assigned areas; control expenditures within the budget appropriation and prepare related reports as required; continuously plan and act to reduce costs and increase effectiveness. Prepare grant requests as necessary.
- As necessary, coordinate activities with appropriate city, county, state and other outside agencies. Maintain excellent public relations by using appropriate judgment and communicating courteously with citizens while fostering a positive public image for the Authority.
- Attend industry conferences, conventions, seminars, classes, courses and related meetings. Recommend changes and/or new ideas; develop and assist with continuous improvement efforts of the Authority, assist with implementing new programs, policies and procedures that are focused on quality and productivity improvements.
- Attend and/or arrange for various related meetings. May be required to work weekends or holidays for the purpose of attending meetings, drills or special events.
- Ensure all work is performed and all decisions and actions, including communication in all its forms, are in accordance with Authority policies, guidelines, and standards of professionalism.
- Other duties as assigned by the Fire Chief and/or his designee.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty thoroughly and acceptably. Reasonable accommodations may be made to enable individuals with limited disabilities; however, accommodations may not be available for the essential functions listed above due to bona fide occupational requirements. Individuals must satisfactorily complete a criminal history background check. The requirements listed in this job description are representative of the knowledge, skills and/or abilities required. The employee will strive at all times to excel in the following competencies necessary to accomplish the core and division duties listed:

Knowledge

Must be proficient in:

- Modern office systems and technology including personal computers and related software (at a minimum MS Word, Excel, Outlook, Publisher, FrontPage, and similar programs) and common office equipment.
- Standard office equipment, i.e., photocopier, 10-key machine, typewriter, dictation equipment, facsimile machine and electronic postage machine.
- Office administration and bookkeeping procedures.
- Business letter writing, email communications and report preparation.
- Advance principles and procedures of record keeping and filing to include both hard copy and electronic.
- Customer service and team building techniques.

Skills and Abilities

Must demonstrate the following skills and abilities:

- Ability to read, write, speak and communicate using the English language.
- Ability to maintain a high level of accuracy and confidentiality concerning financial and personnel matters. Ability to effectively handle confidential, difficult and sensitive issues by using tact, diplomacy, and an understanding of the organizational culture, climate and politics.
- Knowledge of basic fire service and EMS terminology and operational procedures.
- Knowledge of techniques and programs that will successfully contribute to the recruitment and retention of Authority volunteers.
- Ability to deal harmoniously with people in promoting community and Authority interactions.
- Excellent interpersonal skills including the ability to build and maintain effective team relationships with employees, public officials and the public. Consistently respect the individual values of all Authority employees/members and members of the community. Effectively communicate, build rapport and relate well with diverse populations.
- Ability to anticipate, analyze, diagnose, and problem solve.
- Ability to communicate clearly and concisely, both verbally and in writing.
- Attention to detail.
- Very effective organizational skills.
- Proficient skill and ability to read, comprehend, analyze, balance, and reconcile accounting and payroll records and to prepare accurate and clear accounting records, worksheets, charts, and reports.
- Proficient skill and ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions, and decimals, and to compute percentage rates and other calculations as applied to basic payroll and accounting functions.
- Ability to accurately type 50 words per minute, or at an acceptable level of proficiency as required by the position.
- Demonstrate self-control and an ability to manage time, multiple projects and priorities, and changing priorities with minimal supervision. Ability to work under stressful conditions with various personality types and expectations.
- Ability to emphasize the concept of customer service in all aspects of interacting with the community by anticipating and meeting customer needs, wants, and expectations whenever possible.
- Demonstrate good decision making skills.

Personal Attributes

Must demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful, professional and courteous
- Possess cultural awareness and sensitivity
- Be flexible and able to quickly reprioritize work and projects when needed
- Possess sound work ethics

Education and/or Experience

- A High School Diploma or General Education Degree (GED) equivalent
- A two-year degree in accounting, business, social, behavioral or fire science or related field.
- Two (2) years of experience in a responsible, independent administrative support position, or any combination of education and experience, which demonstrates competency to perform the duties outlined in this job description.

Physical Demands

The physical demands described are representative of those that must be met to successfully perform the essential functions of this position:

- Regularly required to sit for long periods of time, use hands and fingers to handle or feel objects, tools, or controls, reach with hands and arms, ability to speak and hear, and frequently required to stand, walk, stoop and kneel.
- Regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.

Certificates, Licenses, Registrations, Other

- Upon employment, and while employed, must hold and continuously maintain, a valid Washington State driver's license.
- Must be insurable under the Authority's existing vehicle and umbrella liability insurance carrier and Washington State law.
- Must obtain and retain status as a Washington State Notary Public.

Work Environment

- Work is normally performed indoors in an office environment.
- Emotionally demanding, quickly changing and sometimes stressful environments.
- The noise level is usually quiet.



North Mason Regional Fire Authority

P.O. Box 277 / 460 NE Old Belfair Hwy Belfair, WA 98528
360-275-6711 phone / 360-275-6224 fax

Applicants may be contacted for interviews and assessments following the review of a completed application. If you are selected for the assessment process and need special accommodations due to impairment or disability, or have any questions regarding the application process, please contact Angie McCormick at 360-275-6711 Ext. 0 or by email at amccormick@northmasonrfa.com

Employment Application

Select the job position that you are applying for:

Full Name: _____ Date of Birth: _____
Last First M.I.

Residence Address: _____
Street Address Apartment/Unit #

City State ZIP Code How long at this address?

Mailing address: _____
Street Address

City State ZIP Code

Telephone: _____ Cell Phone: _____ Email: _____

Date Available: _____

Do you have, or can you obtain a Washington state driver's license? YES NO

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

EDUCATION

High School: _____ Highest grade level achieved?: _____

YES NO

From: _____ To: _____ Did you graduate? _____ Diploma: _____

College: _____ Course of Study: _____

YES NO

From: _____ To: _____ Did you graduate? _____ Degree: _____

Other: _____ Course of Study: _____

YES NO

From: _____ To: _____ Did you graduate? _____ Degree: _____

List below valid licenses or certificates of professional or vocational competence relevant to the employment position for which you are applying.

License/Certificate : License/Certificate Number: Expiration Date:

1)

2)

3)

4)

REFERENCES

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

PREVIOUS EMPLOYMENT

Company: _____

Phone: _____

Address: _____

Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____

Reason for Leaving: _____

YES

NO

May we contact your previous supervisor for a reference?

Company: _____

Phone: _____

Address: _____

Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____

Reason for Leaving: _____

YES

NO

May we contact your previous supervisor for a reference?

Additional, relevant employment may be attached.

MILITARY SERVICE

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, please explain: _____

How did you hear about this Employment opportunity? (Please provide specific name of media whenever possible.)

Word of Mouth: _____

Advertisement in: _____

Website: _____

Other: _____

NOTICES

The North Mason Regional Fire Authority (NMRFA) is an equal employment opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor. NMRFA will reasonably accommodate candidates with disabilities as required by law.

NMRFA is a smoke and drug free work place. You will be required to complete a drug test prior to employment.

CANDIDATE AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

I certify that I am not engaged in any outside activity or business that could be considered a conflict of interest with the NMRFA or those of its clients, nor will I become engaged in such activity or business if hired.

I, the undersigned applicant for employment with the NMRFA, in consideration of the review of my employment application, do authorize the NMRFA to solicit information regarding my character, general reputation, previous employment, and similar background information, and to contact any and all references I have given on my application. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of furnishing such information. If employed, I release the NMRFA from any liability for future references it may provide regarding my employment with the NMRFA. Pursuant to RCW 43.43.834, background checks are available to the applicant upon request. It is my intention that any copy of this authorization be as effective as the original.

Applicant - Please Print Name

Applicant's Signature

Date

DRIVING RECORD

Name: _____
Please Print Last First MI

Driver license number (s) _____
License Number State

List all notices of infractions or traffic citations (other than parking tickets), which you have received in the past 5 years.

<u>State</u>	<u>Month/Year</u>	<u>Type of Infraction</u>

Infractions or citations will not necessarily remove you from consideration. The NMRFA will however, consider your driving record when making employment decisions.

Signed: _____ Date: _____

DISCLAIMER & SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I understand that any misstatement, failure to answer fully or omission of fact in this application may result in my not being considered in the selection process or may result in my dismissal of employment. I have read the job descriptions and I can perform the essential functions of the job for which I am applying, with or without reasonable accommodation. I understand that acceptance of an offer of employment does not create a contractual obligation upon the NMRFA to continue to retain me in the future. For determination of my potential employment eligibility, I hereby authorize release of educational, police, criminal and employment information pertinent to the position for which I am applying. I further authorize the NMRFA to rely upon and use, as it sees fit, any of the information received.

Signature: _____ Date: _____

**Completed Applications can be sent via email, fax, mail, or
hand delivered to Beau Bakken, Fire Chief
PO Box 277, Belfair, WA 98528
Fax: 360-275-6224
Email: bbakken@northmasonrfa.com
Office hours: Monday through Friday 8:00 am - 4:30 pm**