

**OKANOGAN COUNTY FIRE DISTRICT #6 (OCFD6)**  
**District Secretary**  
**JOB DESCRIPTION**

**Job Description Summary:**

This position reports to the Fire District Chief and provides professional services that plan, design and implement administrative systems and procedures along with performing a variety of technical, budgetary, accounting, and administrative and clerical services as needed. The District Secretary serves as the confidential secretary to the Board of Fire Commissioners and works under the supervision of the Fire Chief.

**Duties and Responsibilities:**

Duties and responsibilities will vary according to the work environment and may include, but are not limited to the following:

- Arrange, and attend all regular and special meeting of the Board along with occasional committee meetings as needed.
- Create, prepare, assemble, and distribute all materials necessary for meetings.
- Record, prepare, maintain and distribute accurate minutes of meetings, meeting agendas, vouchers, resolutions, payroll, accruals, elections, and financial reports.
- Create and maintain files and records in accordance with the Districts retention system and the Open Public Records Act.
- Provide and respond to requests for District information consistent with state and local requirements.
- Responsible for the professional management and completion of all assigned administrative functions and projects.
- Maintain and report all necessary records for employees and volunteers.
- Create and Maintain District Reports.
- Manages the receipt and distribution incoming and outgoing mail.
- Receive and route all incoming calls, emails, and visitors.
- Work with and maintain professional and positive relationships with other agencies and county departments.
- Ensure compliance with Federal, State, and County requirements related to administrative activities.
- Serves as Secretary to the local BVFF volunteer relief and pension board.
- Maintain and develop content of the District's website which may include posting information of official District business and the development of materials that communicate and promote the District's activities.
- Perform other duties as requested by the Board of Fire Commissioners or the Fire Chief.

## **Knowledge, Skills, and Abilities:**

### **Knowledge of:**

- Computers and applicable computer software applications. Examples include: Microsoft Word, Excel, PowerPoint, and Outlook, Adobe Acrobat, Social Media Platforms.
- Administrative office procedures, methods, and equipment.
- Parliamentary procedures.

### **Skills:**

- Good organizational, time management and interpersonal skills
- Critical thinking and attention to detail
- Convey information verbally and written effectively and efficiently

### **Abilities:**

- Ability to attend all meetings as required
- Ability to prepare and deliver oral and written reports
- Ability to develop, manage, and prioritize administrative projects and to anticipate and respond to administrative and operational problems
- Establish and maintain effective working relationships with elected officials, employees, and the general public
- Work independently and provide reliable, accurate, and timely products
- Respond in a timely manner to inquiries, concerns, and needs
- Provide excellent customer service
- Ability to collect information and take appropriate actions
- Learn state laws in reference to the District operations and procedures

## **Education and Experience:**

### **Required:**

- A high school diploma or equivalent

### **Preferred:**

- Associates degree or other education involving communications, business, public administration, or other related fields
- Experience in an administrative or clerical position
- Experience with government agency administrative procedures

**Physical Demands:**

The employee must be able to operate a variety of office equipment and audio-visual equipment. While performing the duties of this job, the employee is frequently required to sit, talk, hear, see, stand, walk, use hands and fingers to handle or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb, balance, Stoop, kneel, crouch, lift and carry various office supplies and equipment.

**Work Environment:**

The work area is a typical office/meeting setting. Noise level is usually moderate. May need to travel for meetings and trainings.

**Additional Requirements:**

- Must have a valid Washington State driver's license.
- Requires ability to pass a comprehensive background check.
- Must be insurable under the District's existing vehicle and umbrella liability insurance carrier.

**This position is FLSA exempt and is subject to a probationary period of one year. Typical work schedule is 40 hours per week, Monday thru Friday 9am to 5pm and may include occasional after-hours work.**

*The duties listed above are intended only as illustrations of the various types of work 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. The job description does not constitute an employment agreement between the employer and the employee and the job description including the purpose and duties is subject to change by the employer as the needs of the employer and the requirements of the Fire District change*