SUBJECT:	**OFFICE ADMINISTRATOR**	**JD - 102**
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PAGES:	4	
APPROVED BY:	*Tom Davidson* Fire Chief	

GENERAL STATEMENT OF DUTIES

The Office Administrator provides primary administrative support to the Fire Chief and the Board of Directors of Evans Valley Fire District #6. This position is responsible for performing a wide range of administrative, clerical, and communication functions to ensure the efficient operation of the District's administrative office and practical support of district leadership. The Office Administrator will play a crucial role in maintaining transparency, organization, and effective communication within the District and with the public.

SUPERVISION RECEIVED

Works under the general direction of the Fire Chief and Board of Directors.

SUPERVISION EXERCISED

The Office Administrator supervises other clerical personnel as directed by the Fire Chief.

PRINCIPAL DUTIES

The examples of duties are intended only as an illustration 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 logically assigned to the position. The essential job duties will include other responsibilities as assigned and required.

- General Office Support: 70% of time
  - Provide administrative support to the Fire Chief, staff, Board of Directors, and Volunteers, including coordinating and preparing meetings, maintaining information using appropriate software applications, preparing meeting minutes, and drafting reports and other documents.
  - Responding to incoming phone calls and public inquiries, provide information regarding District policies and procedures relating to assigned responsibilities and/ or directing inquiries to appropriate staff.
  - Maintain and order office supplies.
  - Coordinate and organize resources and supplies for District events.
  - Maintain and update the District's website and social media platforms with current information, announcements, and public notices.
  - Create, manage, and coordinate the District's master calendar, which includes events, training sessions, public meetings, and deadlines.
- Board of Directors: 20% of time
  - Attend all Board of Directors meetings, prepare the agenda and board packets, and serve as the board clerk, preparing and distributing public notices, minutes, correspondence, and resolutions.
  - Maintain records for the Board of Directors, including agendas, minutes, correspondence, resolutions, committee reports, budgets, audits, policies, financial statements, and election records.
  - Serve as confidential employee to the Board in all personnel matters.

- Maintain ongoing knowledge of Oregon Public Meeting Laws and Oregon Public Contracting Laws.

- Human Resources: 5% of time
  - Receive personnel information, review for accuracy and completeness, provide administrative support for hiring processes and contract negotiations; maintain confidentiality in all personnel-related matters.
  - Oversee the preparation and flow of documents relating to personnel matters. Maintain I-9 and W-4 records.
  - Serve as a confidential employee to the Fire Chief in personnel matters.
  - Maintain State and Federally required employment postings.

- Other: 5% of time
  - Maintain professional proficiency by attending training conferences and meetings, as well as meeting with peers in Fire Service roles.
  - Receive and process requests and inquiries from members of the public, encourage fire safety and community education; maintain professional and courteous relationships with all members of the District and community.

CONTACT WITH OTHERS

The Office Administrator will:

- Be a responsible and professional representative of the Fire District at all times, with the awareness that their actions should not cause distress or embarrassment for the Fire Chief, their designated replacement, Board of Directors, or the District.
- Cooperate with local, state, and federal public agency officials, maintaining professional relationships with them.
- Work with the general public, District personnel, and other fire protection agencies courteously and cooperatively.
- Interact frequently with peers and members of the public via phone, email, social media, and in-person meetings to convey information related to Fire District activities, events, and policies, as well as to answer inquiries, discuss aspects of fire safety, or direct individuals to appropriate resources.

MINIMUM QUALIFICATIONS

- Three years of increasingly responsible experience in office administration, accounting, payroll, budget, computer applications, and public contact.
- Graduation from high school or GED supplemented by additional training.

PREFERRED QUALIFICATIONS

- Associate's degree in Business Administration, Accounting, Human Resources, or related field, or a business college degree with specialized course work in general office practices.
- Any combination of experience/training that demonstrates advanced knowledge, skills, and abilities relating to the above duties.

LICENSES OR CERTIFICATIONS

As a condition of employment, the following certifications or licenses must be maintained. This list is not intended to be all-inclusive. Additional training or certification that the District requires will be added to the list as it is completed.

- Oregon Driver License (must meet District's driving standards)
- First Aid/CPR

At the direction of the Fire Chief, the Office Administrator will attend training and seminars to enhance their ability to perform assigned duties.

PROFICIENT KNOWLEDGE OF:

- Administrative office practices and procedures, including word processing, spreadsheets, desktop publishing, and online applications.
- Principles and practices of customer service and public relations.
- Website design and Social Media Platforms.

PROFICIENT SKILLS IN:

- Use of office equipment and computers.
- Planning and organizing work to meet project and work requirements.
- Problem solving and decision making, using initiative and sound judgment.
- Drafting and editing business correspondence and reports.
- Communicating effectively with others, both internally and externally.
- Answering multiple phone lines.
- Dealing professionally and appropriately with others.
- Interpreting and enforcing policies and procedures.

ABILITY TO:

- Maintain confidentiality.
- Effectively communicate in English, both orally and in writing, as well as understand and carry out oral and written directives.
- Organize, file, and maintain accurate records.
- Prepare complex reports and correspondence, often under tight or changing timeframes, with multiple interruptions.
- Make decisions commensurate with position responsibilities and in accordance with district policies.
- Use tact, judgment, and courtesy when dealing with the public and personnel.
- Multi-task and maintain composure in stressful situations.
- Work in a safe manner.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations will be provided to otherwise qualified individuals with disabilities and those with known limitations to enable them to perform the essential functions.
- The frequent physical demands of this position include standing, walking, stooping, talking, reaching, feeling, repetitive hand and wrist motions, sitting, grasping, hearing, and handling. Work frequently requires the ability to sit, stand, use a keyboard, and write for extended periods of time. Specific vision abilities required of this position include close vision and the ability to adjust focus. Work involves multiple tasks that change frequently and require sound mental organization. Extensive reading, writing, and computer monitor work is required. The work of this position is commonly interrupted to respond to the needs of peers and members of the public.

- Occasionally, work requires the ability to climb a flight of stairs, push, lift, pull, and carry up to 30 pounds.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- Work is performed primarily in an open office setting located within the Fire Administrative Office, near electronic equipment. Noise levels in the work environment can vary from mild to moderate, consistent with the typical noise levels of an emergency service office. Normal work hours are eight hours per week, overtime hours after 40 hours per week. Work is expected to be performed within the allotted 8 hours per week; overtime hours will be infrequent and require prior approval from the Fire Chief. Occasional evening and weekend hours are required.
- On occasion, this position may require you to spend time outside the office attending meetings, seminars, and District functions, including overnight travel and out-of-area stays.

SELECTION GUIDELINES:

- A formal application will be required for consideration. Applicants will be subject to a review of their education and experience, followed by an interview process. Contact with professional references and verification of credentials may be conducted. Additionally, appropriate skills testing may be required to determine qualifications for the position. The final selection will be made contingent upon passing a pre-employment drug screening and a background check.
- This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the District's needs and job requirements evolve. Appointees are subject to completion of a standard one-year probationary period.