



OFFICE ADMINISTRATOR POSTING

Lyons Rural Fire Protection District, 1114 Main St/PO BOX 179 Lyons OR 97358

Duties:

Manage the district office and perform complex office administrative work. Provide administrative and clerical support to fire district staff, the board of directors, and act as confidential secretary to the fire chief. Perform regular accounting duties including accounts payable, accounts receivable, and processing payroll. Manage reporting of employee benefits in accordance with federal, state, and local regulations. This position anticipates professional interaction with residents of the district and city officials as well as daily communication and support for fire district volunteer personnel.

Requirements:

Experience with Microsoft Office, Google, and QuickBooks Online accounting software is required. Knowledge of governmental fund accounting, public budgeting law, public meeting law and Oregon employment law is desired.

Application packets are available online at www.lyonsrfd.org or at the fire station located at 1114 Main Street Lyons OR 97358. Application packet cover letter, resume, copy of driver's license and letters of reference must be received by 4:00 pm on August 11, 2023. Interviews may be held as soon as we have a strong pool of applicants, so the sooner you apply the sooner your application will be considered. Please mail your completed application packet to: Lyons Fire District P.O. Box 179 Lyons, Oregon 97358.

Applications may be submitted by email to lyonsfire@lyonsrfd.org, you may also hand deliver your packets to the Lyons Fire Station Monday, – Friday between 9 am and 4 pm. If you have questions about the application process, please contact Sherry Bensema at (503) 859-2410. Packets should be sealed in a manila envelope and marked Attention Sherry Bensema.

WAGE AND BENEFITS

\$20.00- \$22.50 per hour starting wage with step increase wage schedule applicable after probationary period of 12 months.

40 hours per week
PERS Retirement – plus 6% employee pick-up paid by District
Accumulated vacation hours based on years of service
Sick leave accumulations on a monthly basis
Paid holidays - 10 per year/ 8 HR
Accidental Death/Dismemberment insurance coverage
HRA VEBA
Firemed
Health/Vision/Dental Insurance

JOB DESCRIPTION

OFFICE ADMINISTRATOR CLASSIFICATION

This classification is responsible for all office administration and financial duties, direct or indirect support of the Board of Directors, fire chief and management staff in meeting fiscal and operational goals.

SUPERVISION RECEIVED

The Office Administrator works under the direct supervision of the fire chief and is a member of the management team. This classification is a confidential employee.

SUPERVISION EXERCISED

This position is responsible for supervision of office clerical staff as assigned by the fire chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for most aspects of the fire district's finance system including budget documentation, general ledger, accounts payable and accounts receivable functions. The position performs payroll processing and provides senior level support in the areas of personnel and administration.

Assists and makes recommendations in the preparation of the fire district's annual budget; monitors budget revenue and expenditures and prepares monthly reports; responds to questions and provides clarification for audits as required.

Completes all accounts payable functions for the fire district, including preparation of purchase orders, invoices for payment, maintaining all records of accounts payable, preparation of checks, managing petty cash, preparing, and initiating fund transfers.

Performs all accounts receivable functions for the fire district, including preparation of invoices for billing, preparation and making deposits, property tax posting, and maintaining all records of accounts receivable.

Tracks fire district fixed assets.

Performs all payroll services for the fire district including posting various types of pay and leave accruals, preparing voluntary employee payroll deductions, distributing paychecks, and maintaining payroll records. Ensures compliance with requirements of the Fair Labor Standards Act (FLSA) and Oregon wage and hour regulations.

Creates and maintains all personnel files.

Acts as administrator for all employees benefit programs.

Prepares workers compensation injury reports, related documentation, and maintains the OSHA log.

Attends fire district board meetings and serves as board clerk preparing and distributing public notices, minutes, and resolutions.

Prepares and distributes fire district's annual report.

Maintain records of all grants applied for and received. Files grant application copies, tracks expenditures, and prepares reports as required.

Conducts assigned research and prepares reports.

Assists with and maintains departmental procedures and manuals.

Assists with long range planning and policy preparation and participates in staff meetings as requested.

Responsible for archiving records and destruction of archived records in accordance with State retention schedules.

Provides support and assists with IT contact for the fire district's MSA (managed services agreement), assists the Fire Chief in IT planning, web page management/maintenance.

Responds to public inquiries and explains the fire district's policies and procedures to the public.

Attends special meetings, educational classes, and work sessions as required.

Assists with planning fire district social events such as the annual awards banquet.

Regular and consistent attendance.

Performs other related duties as assigned.

NECESSARY QUALIFICATIONS:

This position requires a strong ability to interact with the public in a professional and pleasant manner, advanced knowledge of office and accounting practices and procedures, use of office equipment and software, strong knowledge of business writing, ability to spell and apply correct grammar, maintain filing systems, ability to understand and carry out oral and written directions, and the ability to interact with and maintain harmonious relationships with fellow employees and the public.

In addition, this position requires the ability to perform detailed work involving written or numerical data and to make mathematical calculations rapidly and accurately and the ability to understand and follow oral and written instructions of a complex nature.

Successful applicant will have a documented history of managing confidential information and maintaining warm relationships without participation in gossip or chatter.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to effectively communicate in English, both orally and in writing.

Knowledge of office practices, including planning, organizing, and workflow management.

Ability to maintain confidentiality in communications with others.

Ability to effectively provide supervision of assigned office staff as needed and provide training to subordinates when necessary.

Advanced knowledge of accounting principles and practices.

Ability to read, learn, understand, interpret, and apply laws, rules and regulations, policies and procedures affecting district operations.

Ability to understand and carry out oral and written directives and to explain complex, technical information clearly and concisely in oral and written form.

Ability to communicate clearly, effectively, and tactfully with the public, community organizations, businesses, elected officials, and fire district members in critical and non-critical situations.

Ability to work efficiently under pressure and with interruptions.

Ability to exercise sound judgment to analyze problems and develop solutions and make independent decisions that are consistent with appropriate policies and procedures.

Skilled in the application of word processing, excel spread sheets, accounting software and database software, and manual and electronic record keeping systems.

Ability to establish priorities and goals, multitask effectively, manage workload, and complete assigned tasks with minimal assistance and rudimentary direction.

Encourages cooperation within the department and demonstrates creativity and innovation in the work setting.

EXPERIENCE AND EDUCATION:

Graduation from high school or GED; preferably supplemented with education, training, or experience equivalent to an associate degree or above with emphasis in computer software applications, specifically financial, payroll software, and Microsoft Office, and office management.

At least 2 years of progressively responsible administrative experience in business administration, public administration, fire department administration, or related; or any equivalent combination of experience and training.

Any combination of experience, education and training that demonstrates the required knowledge, skills, and abilities for this position.

LICENSES OR CERTIFICATIONS:

Valid Oregon driver license or the ability to obtain the license (within 30 days of hiring);

DESIRABLE QUALIFICATIONS:

Special District accounting experience

Working knowledge of Oregon budget and public meetings law

Oregon Fire Service Office Administrators Association accreditation

MENTAL AND PHYSICAL DEMANDS

Qualified individuals with disabilities and known limitations will be reasonably accommodated to perform the essential functions of this classification.

This classification continuously requires creativity, in speaking, reading, writing, and understanding English, use of discretion, performance of basic math, and multitasking.

The physical demands of this position include sitting for long periods of time while performing data entry and other clerical tasks, bending, and stooping from sitting and standing positions to perform filing and other functions, occasional light lifting and moving up to 20 pounds, using wrists, hands, and fingers to perform data entry and manual posting tasks for long periods of time. Specific vision abilities required of this position include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed primarily in an office environment with the fire district; occasional off-site and outdoor events are a requirement.

Attendance of evening meetings is required.

On occasion this position may be expected to respond as support to an emergency incident.

Extensive close work and computer monitor work is required.

Work with and near electronic equipment.

Noise levels of the work environment can vary from mild to moderate.

Out of area training and travel may be required.

INSTRUCTIONS:

Application packet, supplemental questions, cover letter, and resume, must be received by 4:00 pm on August 11, 2023. All pages of this application must be completed. Answer each question fully and accurately. If you need additional space, continue your answers on a separate sheet of paper. Applications can be submitted by mail to Lyons Rural Fire Protection District, PO BOX 179, Lyons, OR 97358, emailed to lyonsfire@lyonsrfd.org, or faxed to 503-859-2422 attention Lyons Fire District Hiring Process. Applications can also be placed in an envelope and dropped off at the Lyons Rural Fire Protection District at 1114 Main St, Lyons Monday-Friday from 9-4 pm. No action can be taken on this application until all questions have been answered.



Application for Employment Office Administrator Position

Lyons Rural Fire Protection District, 1114 Main St/PO BOX 179 Lyons OR 97358

Applicants for all positions are considered without regard to race, color, religion, sex, sexual orientation, gender ID, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status.

PLEASE PRINT ALL INFORMATION

Date of Application

Last Name

First Name

Middle Name

Address

City

State

Zip Code

Telephone Number(s)Home

Cell Number

Email address

May we contact your present employer?

YES

NO

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Yes No *(Proof of citizenship or immigration status will be required upon employment.)*

REQUIRED TO APPLY - Please submit all required documentation with this application. Failure to submit proper documentation may disqualify you from being invited to test.

Valid Oregon Driver's License, YES NO

If no

State of Issue _____ License No _____ . Type or Class _____

Employment Experience

Starting with your present employment, document your last 10 years of employment. Include any job-related military service assignments. Volunteer activities may be included if you desire, but you are not required to disclose any protected status information.

EMPLOYER	DATES EMPLOYED		WORK PERFORMED
	FROM	TO	
JOB TITLE			
TELEPHONE NUMBERS			
REASON FOR LEAVING			
SUPERVISOR:			
EMPLOYER	DATES EMPLOYED		WORK PERFORMED
	FROM	TO	
JOB TITLE			
TELEPHONE NUMBERS			
REASON FOR LEAVING			
SUPERVISOR:			
EMPLOYER	DATES EMPLOYED		WORK PERFORMED
	FROM	TO	
JOB TITLE			
TELEPHONE NUMBERS			
REASON FOR LEAVING			
SUPERVISOR:			

If you need additional space, please continue a separate sheet of paper

Education

Have you received a high school diploma or GED?

YES

NO

School Name: _____ Location: _____

College Education *(Please attach copies of all degrees)*

Degree Program	College Name Location	Date of Award

List professional, trade business or civic activities, special skills, honors and/or additional qualifications

Professional References (Other than relatives or/and employers already listed)

1. _____
(Name) (Phone #) (Address)
2. _____
(Name) (Phone #) (Address)
3. _____
(Name) (Phone #) (Address)

Veteran of the U.S. Military service? Yes No Branch _____

(Under Oregon law, armed forces veterans who meet minimum qualifications for a position may be eligible for employment preference. You may be eligible for either 5 points as a Qualified Veteran, or 10 points as a Qualified Disabled Veteran (or spouse), but not both. If you are a veteran and want to apply for preference points, please submit a completed Veterans' Preference form as well as the required documentation listed on the form. **All documentation for Veteran's Preference must be received prior to the date of the written test**)

Applicant's Statement

PLEASE READ CAREFULLY

In exchange for the consideration for my job application by Lyons Rural Fire Protection District, I agree that:

The facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if employed, false statements on this application shall be considered sufficient cause for immediate dismissal.

I _____ (print your name) authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for rejection for my application or dismissal from employment at any time without any previous notice. I hereby give Lyons Rural Fire Protection District permission to review public records regarding my personal and professional background, and to contact schools, previous employers, references, and others, and hereby release Lyons Rural Fire Protection District from any liability as a result of such contacts.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. If employed, I understand that Lyons Rural Fire Protection District may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction on benefits. I further understand that, if selected as a finalist, I will be required to take and pass a drug and alcohol test, as well as a background investigation prior to appointment to this position. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant _____ **Date** _____

SUPPLEMENTAL QUESTIONS:

Briefly explain your interest in this position.

Please explain your experience and/or knowledge of Oregon Budget Law, and your experience working with a budget.

Please list your office equipment related skills and experience.

What is your experience with payroll and accounting software and with Microsoft Word, Excel, Publisher, and Access?

Please indicate your experience with accounts payable, accounts receivable, payroll duties, and QuickBooks Online.

Please briefly indicate any job-related skills or additional information you feel may be helpful to us in considering your application.

SPECIAL SKILLS, QUALIFICATIONS AND CONSIDERTIONS:

Summarize special skills and qualifications, volunteer activities, community involvement, employment or other activities related to the job you are seeking.
