

# Bald Hills Fire Protection District 17

## District Secretary

BHFPD 17 is currently accepting applications for the position of District Secretary. This is a part-time at-will position with a starting pay of \$25.00/hour, scheduled for approximately 24 hours a week. The position is overtime eligible with a comprehensive benefit package including medical and dental insurance, vacation, sick leave, and enrollment in the Washington State PERS retirement system.

A complete application packet, including a job description and outline of the hiring process, is available from the BHFD17 website: [www.baldhillsfire.org](http://www.baldhillsfire.org), or in person at the district office, 16306 Bald Hill Road SE, Yelm, WA 98597, beginning November 4th, 2024. Completed application packets will be accepted in person at the district office until November 22nd.

### POSITION SUMMARY

RCW 52.14.080 provides that the board of commissioners of a fire protection district shall appoint a District Secretary. The District Secretary is an appointed public official and is required to take an Oath of Office upon appointment. The District Secretary is responsible for the performance of certain specific statutory duties including the following:

1. Responsible for preparing and maintaining minutes of board meetings, RCW 52.14.080
2. Assist in the preparation, certification, and filing of the budget, RCW 52.16.030
3. Prepare, approve, and sign vouchers, RCW 52.16.050
4. Service as Auditing Officer for payments of claims, RCW 42.24.080
5. Receipt special meeting notice waivers, RCW 42.30.080
6. Continue board meetings in commissioners' absence, RCW 42.30.090
7. Manage annual financial reports, assist in compliance with state Auditor requirements, RCW 43.09.200 – 43.09.2855
8. Serve as confidential secretary to the board of commissioners.
9. Understand and comply with all ethics laws and rules.
10. Perform other duties as assigned by the board of commissioners.

This position provides professional services that plan, design, and implement administrative systems and procedures along with performing a variety of technical, budgetary, accounting, administrative, and clerical services as needed.

### GENERAL DUTIES AND RESPONSIBILITIES

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

- Create, prepare, assemble, and distribute all meeting materials.
- Create and maintain files and records following the district's retention system and the Open Public Records Act.
- Provide and respond to requests for District information consistent with state and local requirements.

- Responsible for professionally managing and completing all assigned administrative functions and projects.
- Maintain and report all necessary records for employees and volunteers.
- Create and maintain District Reports.
- Manage the receipt and distribution of 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.
- Perform other duties as requested by the Board of Fire Commissioners or the Fire Chief.

### **GENERAL QUALIFICATIONS, SKILLS, AND ABILITIES**

#### **Required:**

- A high school diploma or equivalent.
- Pass a background check.
- Possesses a valid Washington State driver's license with a clear driving record.
- Ability to work independently to meet competing deadlines.
- Proficiency in speaking, reading, and writing the English language.
- Ability to do research, organize, and draft documents independently.
- Ability to work outside of normal business hours when needed.
- Experience with Microsoft Office products (e.g., Word, Excel, Outlook).

#### **Preferred:**

- Associate degree or other education involving business, public administration, or other related fields.
- Experience in an administrative or clerical position.
- Financial experience.
- Experience with government agency administrative procedures.
- Familiar with parliamentary 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 environment is a typical office/meeting setting. The noise level is usually quiet to moderate. Travel to meetings and training may be required.

The typical work schedule is 24 hours per week and may include occasional after-hours work. The duties listed above are intended 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 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.