



Klamath County Fire District No. 1
143 North Broad Street • Klamath Falls, Oregon 97601
Phone: (541) 885-2056 • Fax: (541) 884-6920 • kcf1@kcf1.com

JOB DESCRIPTION

----- JOB TITLE/ASSIGNMENT -----

EMPLOYER: Klamath County Fire District No. 1 (KCFD1)
JOB TITLE: Finance / Human Resources Assistant
LOCATION: Central Fire Station, 143 North Broad Street
DIVISION: Administration
REPORTS TO: Fire Chief

----- OVERVIEW OF THE POSITION -----

Backup to the Finance Officer including, but not limited to, payroll, accounts payable and accounts receivable. Provide Human Resources support including, but not limited to, development and maintenance of personnel policies, records and procedures. Exercises good judgment and maintains required confidentiality. Provides executive level administrative assistance to the Chief Officers.

----- RESPONSIBILITIES / DUTIES -----

- Provides backup to the Finance Officer including, but not limited to, payroll, accounts payable and accounts receivable.
- Provides Human Resources support including, but not limited to, development and maintenance of personnel policies, records and procedures. Exercises good judgment and maintains required confidentiality.
- Provides executive level administrative assistance to the Chief Officers.
- Identifies workflow problems and develops solutions; instructs others on administrative decisions and implements changes in office procedures and systems as necessary.
- Coordination of training and travel arrangements for district personnel.
- Attends meetings of KCFD1 Board of Directors; prepares Board Meeting minutes from audio recording, Agendas, Board packets, notices, special reports, and policies.
- Attends Staff (Management) meetings and Labor/Management meetings as required; prepares and/or publishes minutes, agendas, and packets for these meetings.
- Works with associated divisions to develop and supervise a master filing system for the entire district to include confidential filing such as Personnel files, Medical files, and other Human Resource and Labor/Management related documents.

- Assists in hiring/promotional examination processes, including scheduling, correspondence with candidates, logistics, and maintaining accurate records.
- Coordinates disposing of KCFD1 surplus items, while maintaining accurate records and following proper disposing policies.
- Maintains and orders supplies for crew accountability program, uniform accoutrements such as name tags, badges, passports, helmet shields, etc.
- Coordinates Strategic Planning process including contacting all responsible personnel, conducting Strategic Planning Team meetings, collecting all updated information, and creating the final document.
- Works with the Battalion Chiefs to coordinates disbursement of current KCFD1 documents such as updates to Standard Operating Guidelines, memos, Standing Orders policies, and procedures.
- Assists in the posting and maintaining accurate and up to date documents and information on the KCFD1 Intranet (SharePoint).
- Assists with KCFD1 grants, including researching, writing, administering, and reporting.
- Develops forms and procedures to increase office efficiency and utilize existing systems to maximum capabilities.
- Produces highly accurate documents, and edits draft documents and correspondence for accuracy, grammar and spelling
- Provides support documentation and input regarding budget process and administration.
- Assist with KCFD1 events, such as Employee Appreciation Dinner, retirement functions, training academies, years of services pin presentations, open houses, dedications, and other functions.
- Must be positive, enthusiastic, and team oriented, with good listening skills.
- Provides backup support to the Receptionist desk.
- Other duties as assigned by the Fire Chief.

----- **COMPENSATION** -----

FLSA STATUS: Full Time / Non-Exempt CLASS / GROUP: Non-Union
 PAY TYPE: Hourly SALARY RANGE: \$16.98 - \$23.11 per hour

----- **WORK SCHEDULE** -----

The work schedule is eight hours per day from 8 am to 5 pm, five days per week (40 hours). However, the Fire Chief can authorize variations of the scheduled 40-hour work week. Occasional evening work is required for Board of Director meetings, and rarely weekend work is required for special projects. Overtime pay or compensatory leave is provided for all hours worked outside the normal forty-hour work week.

It is the attendance standards of the employer that all employees are present and on time each shift they are scheduled to work. Unauthorized full or partial absence during any scheduled shift, arriving late, or leaving early, for whatever reason, may result in disciplinary action up to and including termination of employment. Time off may be approved under applicable policies covering illness, injury, or other personal emergency.

----- EDUCATIONAL / VOCATIONAL PREPARATION -----

Minimum requirements are High School Diploma or equivalent, and five years administrative/office experience, OR Degree in applicable field and one year of experience, OR equivalent combination of education and experience. Employee will be executive support, and must understand professional office practices within an emergency service, or local governmental agency.

Employee must possess a strong vocabulary, use proper spelling and punctuation, and exhibit a professional image. Employee will possess communication skills that would be characteristic of advanced administrative personnel.

Required proficiency in Microsoft Word, Excel, PowerPoint, and Outlook. Employee must become proficient in proprietary computer programs used by KCFD1. Employee must remain proficient in proper use of modern office equipment including the use of personal computer. They must possess the ability to keyboard accurately at a minimum of 50 wpm, and remain proficient at 10-key operations. Employee must learn and remain proficient in proprietary computer programs and shared data base systems used by KCFD1.

----- TRAINING PERIOD -----

KCFD1 uses paramilitary rank structure, specialized fire service terminology, unique processes that include proprietary records management and data systems unique to KCFD1. The employee will continue to learn in this position throughout their career. The initial training and new employee orientation for a fully qualified employee will take approximately 3 months. Full job training for this position is expected to take approximately 6 months to 12 months.

The required probationary period for a new employee is twelve months. Upon successful completion of the probationary period, the employee will be assigned "regular" employee status.

----- PHYSICAL DEMANDS -----

ENDURANCE-MOVING ABOUT: Occasionally (up to 1/3 of the time)

Move from location to location. (Specific example includes but is not limited to moving about the office to perform assigned responsibilities and duties.)

ENDURANCE-OVERALL STRENGTH: Some lifting and carrying

Exert force and/or lifts or carries files and papers weighing up to 10 pounds frequently. Occasionally up to 50 pounds.

SITTING: Constantly (2/3 or more of the time)

Remain in a seated position. (Specific example includes but is not limited to sitting at desk.)

BENDING/STOOPING: Occasionally (up to 1/3 of the time)
Stoop by bending the body downward or forward by flexing the spine at the waist, and/or bend by extending the spine backward or from side to side.

REACHING: Occasionally (up to 1/3 of the time)
Extend the hands and arms. (Specific example includes but is not limited to reaching for various office supply items, files, telephone and similar items.)

MANUAL DEXTERITY: Occasionally (up to 1/3 of the time)
Pick, pinch, or otherwise work with the fingers and hands. (Specific example includes but is not limited to use fingers to look through files, reference books, and similar items.)

TALKING: Frequently (1/3 to 2/3 of the time)
Express or exchange ideas by means of the spoken word to impart oral information to clients or to the public and convey detailed spoken instructions to other workers accurately, loudly, or quickly.

HEARING: Constantly (2/3 or more of the time)
Perceive the nature of sounds by the ear.

SEEING: Constantly (2/3 or more of the time)
Enter data into the computer database; reads and records data; shifts gaze from viewing screen of computer to compare with data on forms; drives automobile.

----- **SPECIALIZED DEMANDS** -----

DRIVING: Periodic - Does not occur on every shift
Employee must be able to operate a motor vehicle, such as a car in the course of one's employment, sometimes under adverse weather conditions. A current, valid, and properly classed driver's license from the state of the employee's residence is required. Employee's driving record must be acceptable to KCFD1 and their insurance provider for the duration of employment.

VIDEO DISPLAY TERMINALS: Frequently (1/3 to 2/3 of the time)
Read or obtain information from a monochrome or color video display terminal (computer monitors).

KEYBOARDS: Frequently (1/3 to 2/3 of the time)
Enter data on keyboards (typewriter, computer, ten key, or customized key pads).

----- **ENVIRONMENTAL CONDITIONS** -----

LOCATION: Inside
Work is predominately inside and under protection from weather conditions, but not necessarily from temperature changes.

----- **LEARNING DEVELOPMENT DEMANDS** -----

REASONING: Elevated
Schedule appointments, gives information to callers, understands and can apply legal and policy statements, takes dictation, and relieves officials of administrative and business details.

MATHEMATICAL: Intermediate

Add, subtract, multiply, and divide all units of measure. Perform the four operations with common and like decimal fractions. Perform arithmetic operations such as forecasting, and averaging monetary units over time.

READING: Elevated

Read literature, technical material and journals, financial reports, and legal documents.

WRITING: Elevated

Prepare meeting minutes, business letters, summaries and reports, using prescribed format and conforming to all rules of punctuation, grammar, diction, and style. Able to recognize and correct spelling, grammar and punctuation errors.

SPEAKING: Advanced

Speak clearly and distinctly with appropriate pauses and emphasis, using correct pronunciation. Can form sentences with the same meaning using different word choices and word orders for the explanation of complex concepts. Can communicate using past, present, and future tenses.

----- **TEMPERAMENT REQUIREMENTS** -----

REPETITION

Perform a few routine and uninvolved tasks over and over again according to set procedures, sequence, or pace. Interaction with people is included when it is routine, continual, or prescribed.

VARIATION

Make frequent changes of tasks involving different aptitudes, technologies, techniques, procedures, working conditions, physical demands, or degrees of attentiveness without loss of efficiency or composure.

DATA: Create edit and copy

Transcribe, enter, retrieve, or post data.

PEOPLE: Serve and advise

Attend to the needs or requests of people or the expressed or implicit wishes of people; immediate response is involved. Advise people of concepts, rules and plans when applicable.

THINGS (EQUIPMENT/MACHINERY): Operating-Controlling

Operates office equipment; such as, calculator, personal computer, copy and fax machine, etc.; operates controls of an automobile.

DIRECTION/CHANGE

Accepts and embraces direction and change.

----- **RELATIONSHIP REQUIREMENTS** -----

INTERPERSONAL

This position requires the use of tact, discretion and courtesy when dealing with the public. Employee must show a demonstrated willingness to allow interpersonal relationships in job situations beyond receiving work instructions.

----- **CONCURRENCE** -----

I concur with the job duties and listed elements as defined in this job description.

Fire Chief Signature

Date

Klamath County Fire District No. 1 is an Equal Opportunity Employer

----- **ACKNOWLEDGMENT** -----

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. MANAGEMENT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, OR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE. EMPLOYMENT IS "AT-WILL" AND MAY BE TERMINATED AT ANY TIME BY THE EMPLOYEE OR EMPLOYER WITH OR WITHOUT CAUSE OR NOTICE IN COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAW.

KCFD1 is a drug-free workplace and a pre-employment drug screen is required after conditional job offer is made.

I understand that I am a confidential employee and will not share information discovered while in my duties in this position with any persons outside KCFD1 and only with personnel with which the information is appropriate.

My signature below confirms I have received and understand this job description and acknowledgement.

Employee Signature

Date

Fire Chief Signature

Date