

SOUTH PEND OREILLE FIRE & RESCUE

Job Announcement



Job Title: Board of Commissioners Secretary

Supervisor: Board of Commissioners

SOP # JD-012

Job Summary

This position as District secretary is an appointed public official and is required to take an oath of office. It is a part time position requiring approximately 10-15 hours a week at \$20 per hour. Hourly rate negotiable depending on experience. Please send letter of interest and resume to jobs@spofr.org by January 17, 2024 .

Essential Job Functions

- Ensures accurate and complete records of all Commissioner meetings. Distributes and maintains all minutes from meetings in a timely and orderly fashion. Notes any approved changes or corrections to the minutes of the previous meeting(s). RCW 52.14.080
- Serves as auditing officer in preparing and signing vouchers for payment of claims. RCW 52.16.050 & RCW 52.14.080
- Manage annual financial reports, and assist in compliance with State Auditor requirements RCW 43.09.200 – 43.09.285
- Assist in preparation, certification, and filing of budget RCW 52.16.030
- Serves as the Fire District's representative to the Board of Volunteer Firefighters
- May help and assist with payroll especially during Wildland Season dealing with MOBE payments
- Serve as confidential secretary to the Board of Commissioners
- Understand and comply with all ethics laws and rules
- Perform other duties as assigned by the Board of Commissioners

The duties listed above are intended only as illustrations of the various types of work that may be 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 employee and is subject to change by the employer as the needs and requirements of the job change.

Knowledge, Skills & Abilities

- Must be self-motivated
- Must be a team player, maintain effective and courteous working relationships with all Fire District personnel, partner agencies, professional consultants, and the general public
- Demonstrate ability to prioritize multiple tasks
- Functional knowledge of current computer technology and programs relevant to fire and EMS service

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Working Conditions

- Scheduling will be at the discretion of the Board of Commissioners, with what's best for the Fire District being the determining factor

Employment is Contingent on Passing the Following:

- Panel Interview
- Background Investigation
- Drug Testing