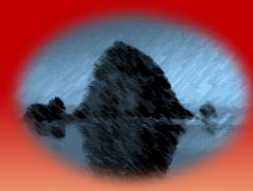




Cannon Beach

Rural Fire Protection District

188 SUNSET BLVD · PO BOX 24 · CANNON BEACH OR 97110
(503) 436-2949 · EMERGENCY DIAL 9-1-1



Executive Assistant

CANNON BEACH FIRE DISTRICT

Cannon Beach Fire District

Location: Cannon Beach, Oregon

40 hours a week, starting at \$50,495 plus Benefits.

Cannon Beach Fire District is located on the beautiful, scenic Pacific coast of northern Oregon. The district was established in 1947 and currently provides fire, water rescue, rope rescue, and non-transport EMS service from two stations. The 6 square mile service area includes the communities of Cannon Beach, Arch Cape and Falcon Cove.

The ideal candidate will have experience in executive administrative activities to the Fire Chief. The candidate will be a positive addition and liaison with the community, Board of Directors, Fire staff, and volunteers. The candidate is expected to work closely with the City, County, State and Federal partners as well as neighboring Fire Districts. The position will require some flexibility to attend monthly board meetings, but typically will be 8 hours a day, 5 days a week commitment.

The District is looking for an experienced Executive Assistant who can provide the District with assistance in accounts receivable/payable, budgeting, office management, filing, and reports. A full job description starts on page 2 of this Announcement.

Application and Deadline:

See last page for link and CR code for application. Submit by 5:00 pm on February 18, 2022 to Cannon Beach RFPD, PO Box 24 Cannon Beach, Oregon 97110 or drop off at the Cannon Beach main station at 188 Sunset Blvd. Please clearly mark on outside of envelope "EXECUTIVE ASSISTANT APPLICATION". Packets may also be emailed to mreckmann@cbfire.com. Any packets received missing the required materials or received after the closing time, will be deemed ineligible to move on in process.

Tentative process schedule:

- Applications close February 18, 2022
- Interviews week of March 7, 2022
- Conditional Job Offer by March 14, 2022
- Tentative start April 4, 2022

For further information about the position or Cannon Beach Fire District please visit our website cbfire.com or contact Fire Chief Marc Reckmann, at 503-436-2949.

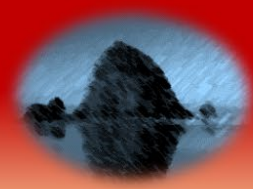
Cannon Beach Fire District is an equal opportunity employer.



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JOB DESCRIPTION

POSITION TITLE	Executive Assistant
DIVISION	Administrative
REPORTS TO	Fire Chief
FSLA STATUS	Exempt

POSITION

The Executive Assistant will report directly to the Fire Chief. The position is responsible for performing administrative services as outlined below for the Fire Department. The below functions illustrate the various work that may be performed. Similar or related work may be required as needed.

KEY DUTIES AND RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

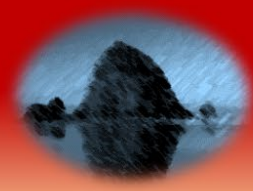
- Review, prepare and process payments of Invoices, Credit Cards, and deposits
- Process all Accounts Receivable billing, including Cost Recovery insurance claims
- Prepare and process monthly volunteer compensation payments.
- Attend, transcribe, update, and retain Minutes from Board, Special, Executive, and Budget Meetings
- Revise and maintain Board Policies and Department Procedures (SOGs)
- Manage Requests for Proposals (RFPs) to vendors as needed
- Apply Oregon retention policies as defined for Special Districts for all records and documentation
- Maintains positive contact with City, County and Public members. Greet and respond to walk in requests.
- Retrieve, open, and route daily mail for Department. Answer incoming calls.
- Assemble annual audit material for review.
- Maintain high housekeeping standards to be consistent with or in excess of community expectations.
- Plans and prioritizes the majority of their work independently taking into consideration objectives, deadlines and Fire Chief input when needed.
- Ability to keep and maintain confidential information.
- Maintain Vendor Contracts
- Coordinate Thank You Notes for Donations



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ADVANCED FUNCTIONS (as time and experience permits):

- Author: Board Policies and Department Procedures; Requests for Proposals (RFPS); Operational Forms
- Co-Author: Budget Book, Job Descriptions
- Build Efficiencies: Build process efficiencies, leveraging existing technology (database) to help track and report.
- Reports: Develop and Deliver Reports as needed.
- Create & Maintain: Logo and Letterhead pics
- Author and design, with department's input, publication of Annual Report.
- Research and furnish information requested relative to the operations.
- Assist with special projects, as requested.
- Exercise sound judgment requiring examining, analyzing, and evaluating facts and circumstances surrounding problems, and determining actions to be taken within the limits of standard or accepted practices.
- Requires learning, interpreting, and applying federal, state, and local regulations where applicable.
- Post on website as requested.
- Review Grant Requests, Ordinances and Resolutions for standard and acceptable grammar, wording, and sense.
- Assemble Strategic Plan in format to be monitored and reported

QUALIFICATIONS

- Associate degree in administrative services, or relative subject, is preferred
- 3+ years of office administrative, bookkeeping, and communication experience
- Proficient in MS Office Suite including: Excel, PowerPoint, Word and Access.
- State Driver's License in good standing
- Background check required, if offered position.
- Ability to work independently

To Apply:

Application Packet:

https://www.cbfire.com/files/fd32978e7/EA_Application_Packet_fill.pdf

