



SNOHOMISH REGIONAL FIRE & RESCUE

**Department Administrative Coordinator
Position Announcement
Job # 2022-09**

OPENING DATE: Thursday, September 1, 2022
CLOSING DATE: Sunday, October 2, 2022 @ 11:59pm (PDT)
INTERVIEW DATE: Anticipated the week of October 10th
EMPLOYMENT TYPE: Regular, Full-Time, Non-Exempt
BASE SALARY: \$5,907 - \$7,561/mo. DOE & an excellent benefits package
WORK LOCATION: Administration Building- Monroe, WA

POSITION RESPONSIBILITIES:

The Department Administrative Coordinator oversees the operational workflow of administrative staff ensuring the smooth and efficient functioning of the District. Work assignments are complex and technically challenging requiring a high degree of discretion, organizational skill, problem solving ability and advanced proficiency using a variety of computer systems and programs. The incumbent leads, coordinates and directs the work of other administrative staff within the District as well as regularly provides administrative support directly to a department director or division chief. The incumbent exercises a great deal of judgment and initiative in their day-to-day work and is expected to identify problems and implement solutions as they see fit. Assignments require the ability to research, collect, and analyze data. The Department Administrative Coordinator provides direct oversight and additional resources to process and audit payroll as required.

The Department Administrative Coordinator has a broader range of responsibility, has districtwide impact and provides supervision and allocation of work resources for the other positions within the administrative classifications. The work is more technical in nature and frequently requires the use of judgment and creativity.

ESSENTIAL FUNCTIONS:

- Coordinate and direct office operations and the work of administrative staff within the District; identify resource needs and develop action plans to achieve objectives
- Establish and update District processes, procedures and policies as advised by the executive team
- Evaluate and analyze data and provide advice and suggestions to others for use when making decisions regarding procedural or operational changes
- Communicate information about departmental policies, procedures and programs to staff
- Research and review documents and data to determine how they will affect internal processes and determine appropriate course of action and respond within scope of authority



- Independently develop conclusions and recommendations and present them to others; assemble and summarize data for management and prepare reports including budget summary/information as directed
- Provide confidential and advanced administrative support to department directors or division chiefs
- Answer customer questions on behalf of directors/chiefs and consult with directors/chiefs and others as appropriate
- Direct and train new employees on processes and procedures as they relate to the District
- Responsible for all aspects of the districtwide payroll process (e.g. monitoring, tracking, processing, reconciling and auditing, internal and external reporting, etc.)
- Apply broad knowledge of District operations, policies, procedures, services and programs to increase the efficiency and effectiveness of the District
- Operate a variety of computer programs at an advance level including MS Word, Excel, PowerPoint, etc.
- Assist and update intranet data and information for District
- Act as a resource and/or backup to other departmental staff and assist with maintaining the effectiveness and efficiency of the District

KNOWLEDGE OF AND SKILLS IN:

- Advanced knowledge of office practices, methods and procedures
- Advanced knowledge of applicable federal, state and local laws, codes, regulations and statutes
- Advanced knowledge and skill in working with a variety of software and computer products including, but no limited to: MS Word, Excel and PowerPoint
- Knowledge of the BARS manual account coding system
- Solid Knowledge of grammar, mathematics, statistics and financial record keeping
- Skill in communicating clearly and effectively
- Advanced skill in resolving complicated problems/issues
- Knowledge of the functional program(s) of assigned workload

ABILITY TO:

- Ability to keep up-to-date on industry trends as they relate to the assigned functions and provide information and guidance to facilitate and reinforce the understanding of District objectives
- Ability to work independently and to use judgment and initiative when making decisions and/or recommendations
- Ability to reliably communicate a variety of information including operational policies and procedures
- Ability to learn and operate a variety of computer programs and office equipment at an advanced level and to train others when necessary
- Ability to handle confidential information with sensitivity and tact



- Ability to maintain effective working relationships with other employees and the general public
- Ability to be detail oriented and to work with frequent interruptions

EDUCATION AND EXPERIENCE:

- Bachelor's Degree, or
- High school diploma/G.E.D. with 2-4 years of college level coursework, and
- Six (6) years of progressively responsible administrative support experience at the executive level, or office management experience, or
- Any combination of education and experience that provides the desired knowledge, skills and abilities to perform the essential duties of the position

LICENSE AND REQUIREMENTS:

- Valid Washington State Driver's License
- May require relevant certification or higher education coursework as it pertains to the assigned workload

APPLICATION PROCESS & SELECTION PROCEDURES:

- Complete and submit a completed application packet to Snohomish Regional Fire & Rescue at the email address listed below. A completed application packet consists of:
 1. Employment Application
 2. Resume
 3. Letter of Intent outlining your interest in the position and your relevant skills/experiences
- All materials must be received before the closing date and time, **Sunday, October 2, 2022 at 11:59pm (PDT)**. Application materials **must be submitted by email** to HR@srfr.org by the deadline to be considered for the position.