

NORTHSHORE FIRE DEPARTMENT

JOB DESCRIPTION

Title:	Board Secretary	Number:	2430-A13
Division:	Administration	Effective Date:	December 15, 2020
FLSA Class:	Non-Exempt	Approved By:	Interim Chief Ahearn

Job Description Summary

Under the direction of the Board of Fire Commissioners (the “Board”), the Board Secretary provides a range of administrative support involving a variety of clerical activities and related tasks for the Board, including but not limited to, performing the statutory duties of RCW 52.14.080.

The position requires excellent customer service skills and provides information and assistance to members of the Board and Administrative staff. In addition to coordinating assigned Board activities and processes, the position performs other duties such as public record keeping; assists in special projects; maintains related content for the District’s website and intranet; coordinates scheduling of District facilities; composes and edits routine written communication for internal and external audiences; conducts research; and provides confidential administrative support to the Board and District Administration.

Independent judgment, initiative, collaboration, and strong attention to detail is required to plan, prioritize, organize, and complete workload in a timely manner with minimal supervision. Responsibilities have a significant impact on the department's operations, record keeping, legal filings, and customer satisfaction.

Essential Functions

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

Arrange and attend all regular and special meetings of the Board and occasionally attend Board Committee meetings; create agendas, prepare and/or assemble materials for meetings including PowerPoint presentations, reports, information packets, and invitations; record and prepare minutes of meetings; maintain records of minutes and Board Resolutions.

Provide clerical support as needed for the Board. Includes creating and maintaining files in accordance to the District’s records retention system; composing and proofreading routine correspondence.

Maintain and develop the Board content for the District’s website. May include the posting of information related to official District business and the development of materials that communicate and promote the District’s activities.

Work with County and State elections supervising agencies to coordinate the District’s participation in local elections to comply with state and local election laws.

Assists in handling of the Board's official and informal communications with the public and Administrative staff in a prompt, accurate, and professional manner. Includes monitoring the Board's general email and disseminating as appropriate.

May perform other duties as requested by the Fire Chief and approved by the Board Chair.

Regular attendance required.

Knowledge, Skills, and Abilities

Knowledge of:

- Proficient knowledge of computers and applicable computer software applications, including specific knowledge of Microsoft Outlook, Word, Excel, and PowerPoint; Adobe Acrobat; and Zoom platform;
- Working knowledge of modern administrative office procedures, methods, and equipment;
- Business letter writing and basic report preparation with proficient spelling and grammatical skills;
- Applicable regulations and legislative processes;
- Applicable sections of Title 52 RCW;
- Robert's Rules of Order

Skill in:

- Strong organizational, time management and interpersonal skills;
- Strong attention to detail;
- Using initiative and independent judgment within established guidelines.

Ability to:

- Ability to attend all evening meetings as required by the Board, typically two meetings per month.
- Maintain and use the District's recording system for Board meetings;
- Establish and maintain effective working relationships with elected officials, management staff, employees, and the general public;
- Conduct themselves in a professional manner as defined by District policy;
- Work independently with a high degree of reliability, accuracy, and productivity;
- Respond in a timely manner to Board inquiries, concerns, and needs and provide excellent customer service;

- Maintain confidential information;
- Prioritize multiple projects, anticipate needs, and work effectively within deadlines;
- Interpret and apply oral and written instructions;
- Adapt to changes in the work environment and to shifts in organizational philosophy and expectations;
- Communicate in English clearly and concisely, both orally and in writing;
- Interpret and apply oral and written instructions;
- Learn laws in reference to the Washington State Records Retention Schedule set by the State Archivist.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Education/Experience

Required:

- A high school diploma or equivalent AND at least five years of responsible administrative experience with exposure to various business environments OR equivalent education/experience.

Preferred:

- Associates degree OR at least two years (2) years of college level course work in communications, business, public administration, or closely related field;
- Working knowledge of Word Press and AV Capture;
- Knowledge of records management practices and record retention techniques and principles;
- Prior working experience as a Board Secretary and/or administrative support of an elected official;
- Experience maintaining internet and intranet websites.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, and use the telephone and computer while communicating with internal and external customers. Requires manual dexterity and visual acuity to operate a personal computer and other standard office

equipment. Employee may sit for up to several hours during a Board meeting. Employee may need to lift and carry various office supplies and equipment (up to 20 pounds) on occasion. Ability to stoop, kneel and bend; Ability to read a computer screen, various documents, and forms. This position may require the employee to work under stressful conditions due to deadlines and time constraints.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work area is a typical office/meeting setting. The noise level in the work environment is usually moderate. NOTE: During COVID-19 pandemic and State proclamation, all Board of Commissioner meetings are being conducted virtually until further notice.

May need to travel within local area for meetings. Employee will be required to work evenings. Must be able to effectively operate computers, related software, printers, fax machine, laminator, telephone, and copiers.

Special Requirements

- Requires ability to pass a pre-employment drug screening examination and any subsequent testing.
- Requires ability to pass a comprehensive background check.
- Employee must be insurable under the District's existing vehicle and umbrella liability insurance carrier.