



## EXECUTIVE ASSISTANT

Scappoose Rural Fire Protection District is seeking a qualified professional for the position of Executive Assistant. This position acts as the executive assistant to the Fire Chief, in all administrative functions of the district. This position also assists with the planning, organizing, and overseeing of all district administrative functions. These functions may include completing forms, compiling reports, organizing, and directing special projects, providing administrative support as necessary to personnel, preparing district correspondence, legal documents, contracts/bids documents, answering incoming calls, responding to requests, and taking messages and routing calls to the appropriate person.

### REQUIRED EXPERIENCE

- Associate degree
- Minimum of three years executive administrative experience
- Highly proficient computer skills, including the use of Microsoft Office Suite and Acrobat Pro. Ability to become proficient in fire district management applications.
- An equivalent combination of education, training, and experience sufficient to successfully perform the essential duties of the job.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of basic report writing, grant writing/administration, and business communication; Ability to prepare reports and maintain accurate records
- The ability to be bonded and to obtain Notarial Commission
- Ability to work independently and use discretion in performance of duties within District policy and procedural guidelines
- Ability to effectively communicate in English, both orally and in writing as needed for essential functions of the job
- Highly proficient in writing in general communication skills
- Skill in understanding and operation of communication equipment including cell phones, iPads, computers, and pagers
- Ability to deal with interruptions in the scheduled workday

### WORK SCHEDULE AND COMPENSATION

- Administrative office hours are 8:30-4:30 Monday-Thursday
- Competitive benefits package includes medical, dental VEBA, and deferred compensation
- Pay range: DOE
- Closing date: September 15, 2022