



EXECUTIVE ASSISTANT / RECRUITMENT & RETENTION SPECIALIST

The Scappoose Rural Fire Protection District is seeking a qualified professional for the position of Executive Assistant / Recruitment & Retention Specialist. This position is responsible for planning, organizing, and directing the coordination aspects of Recruitment and Retention programs. This position will function at both strategic and tactical levels, working in conjunction with personnel to analyze data/issues, forecast needs, draw conclusions, and identify potential solutions, project consequences of proposed actions, and effectively implement recommendations. This position will assist with project teams and coordinate complex programs, utilizing highly developed project management, written/verbal communication, and presentation skills. This position will require establishing and maintaining effective internal and external working relationships, excellent organizational skills with ability to work well under pressure of deadlines and constantly changing priorities. Another function includes attending meetings, including monthly board meetings and drill nights and provide reports when directed. This position exercises independent judgement, decision-making and initiative.

REQUIRED EXPERIENCE

- Ten years of career or volunteer experience in an all-risk fire district
- Company officer / Leadership experience
- Five years teaching or instructional experience
- Wildland fire suppression experience required
- Meet qualifications established by the Fire District and be able to meet the physical fitness requirements of the department
- Experience with recruitment and retention activities
- Proficiency using Microsoft 365 including Teams, Excel, Outlook, and Word

PREFERRED EXPERIENCE

- Experience using CrewSense attendance software program
- Must be able to work effectively with both career and volunteer personnel
- Proficiency in oral and written communication, including the development and delivery of presentations of technical and complex information
- Management and supervisory principles and practices
- Planning, organizing, and implementing programs to fit District needs

REQUIRED QUALIFICATIONS

- A minimum of an associate degree in Fire Administration, Public Relations, Mass Communications, or other related discipline is required. Equivalent experience and education may be considered.
- Experience in a volunteer or combination department
- Experience with and the ability to adapt to new software applications
- Ability to submit and pass a background and credit check
- NFPA, IFSAC or Pro-Board Firefighter 2
- NFPA, IFSAC or Pro-Board Driver
- Wildland Firefighter Type 2
- NFPA Instructor I

PREFERRED QUALIFICATIONS

- NFPA, IFSAC or Pro-Board Pumper Operator
- NFPA, IFSAC or Pro-Board Fire Officer 1
- NFPA Instructor I

The District

The Scappoose Rural Fire Protection District, created in 1954, is a combination department, which serves a 52 square mile area. The District is located 20 miles North of Portland, Oregon along State Highway 30. The District currently provides structural and wildland fire suppression, Marine fire response on the Multnomah channel, technical rope rescue, swift water rescue, unmanned aircraft and fire prevention and public education services, for a population of over 15,000 citizens. The Fire District employs 23 career and administrative staff. We are joined by 18 volunteer personnel.

Operating from a main station located in downtown Scappoose, with stations in the communities of Chapman and Holbrook, and a boathouse station on the Multnomah Channel, the District responded to 2,157 emergency calls in 2021.

The Community

Scappoose is a growing community comprised of agriculture, forestry, and manufacturing industries. Portland Community College's Oregon Manufacturing Innovation Center R & D's (OMIC) expected completion is in the fall of 2020. Many residents of Scappoose commute to jobs in Portland, Beaverton, or Hillsboro.

Scappoose retains a small-town feel, where traditions are important. Scappoose Fire enjoys the support of the community. Our volunteer association hosts a renowned pancake feed on July 4 each year, the proceeds of which are given as scholarships to graduating seniors. Our "Family First" culture and commitment to service has helped SRFD develop strong bonds within the community.

Scappoose School District serves students in grades K-12 from Scappoose and areas of Warren, Chapman, Holbrook, and Sauvie Island. Scappoose students consistently receive high marks within the region for scholarship and athleticism.

Outdoor enthusiasts will find opportunities to enjoy boating, golfing, hiking, camping, hunting, and fishing within a 30-minute drive. Skiing on Mt. Hood or a visit to the Oregon coast can easily be accomplished in a day trip.

The Process

The selection process will consist of an employment applications/qualifications review, interviews, skill assessments and a thorough background check. Final appointment will be contingent upon results. First review of applications will take place on July 21, 2022. Position is open until filled.

To be considered, a Scappoose Rural Fire Protection District employment application and resume must be received no later than Thursday, July 21, 2022, by 3:00 pm. Send by email to: mheath@srfd.us

Compensation

The Scappoose Fire District provides an excellent benefit package that includes medical, VEBA, Post Employment Health Plan (PEHP) and deferred compensation. Pay Range: \$55,000 + depending on experience.