

SAN JUAN COUNTY FIRE DISTRICT 4 Lopez Island Fire and EMS
Department
2228 Fisherman Bay Road
Lopez Island, WA 98261



POSITION POSTING

Position: Administrative Coordinator

Type: Full-Time, Hourly

Pay Range: \$28.50 to \$30.50 per hour – depending on experience and qualifications

Benefits: Depending on hours worked: medical, dental and retirement

Application Open: July 19, 2023

Application Review Begins: August 15, 2023

Position Open Until Filled

To Apply: Please submit a completed application form, resume and cover letter -

Email to: lopezfire@lopezfire.com

Drop Off: San Juan County Fire District #4, 2228 Fisherman Bay Road, Lopez Island, WA 98261

Mail to: San Juan County Fire District #4, P.O. Box 1, Lopez Island, WA 98261

General Duties: Under the direction of the Fire Chief, this position performs daily office duties which allow the fire district to function as a public safety and special purpose district. General duties include but are not limited to: accounts payable; payroll; billing; human resources and benefits; revenue, expenditure and budget reporting to the Board of Commissioners and Chief; records management; and public information officer. This position provides administrative support for fire district meetings and events including performing Board Secretary duties such as creating minutes, agendas and meeting documents. The position also interacts with citizens by greeting the public in person, by phone or email as well as receiving and generating correspondence. In addition, works closely with all fire district employees; creates Firefighter and EMT volunteer records; participates in third party billing and communications and coordinates activities with San Juan County departments. The position also assists in maintaining compliance with local, state and federal laws and reporting requirements.

Minimum Qualifications: High school graduate, any education or experience that can be applied to effectively perform the duties in this job description.

Questions –

Visit www.lopezfire.org for application form or email lopezfire@lopezfire.com or call 360-468-2991