

Job Description

Administrative Coordinator

ADM-21-2

Section: Administrative
Effective: December 2, 2004
Revised: July 18, 2023
Reference: San Juan County Fire District # 4

POSITION TITLE: ADMINISTRATIVE COORDINATOR

JOB SUMMARY:

Under the direction of the Fire Chief, plan and perform technical administrative office coordination to assure smooth, timely and efficient office operations for the Department; relieve the Fire Chief of administrative, clerical and budgetary duties having Department-wide impact; prepare written communications for District personnel; prepare and maintain District financial and personnel records; provide information and assistance to the public, and perform Board Secretary duties.

SPECIFIC DUTIES:

Financial Management –

1. Accounts Payable: Responsible for monitoring invoices and processing timely payment in accordance with the San Juan County (SJC) Auditor's Jr. Taxing District schedule. Processes invoices including assigning BARS coding, recording on District's Claims Payment Request spreadsheet, obtaining approvals, and entering invoice information into San Juan County's Eden system. As needed for new vendors, obtains completed W-9 forms and submits them to the SJC Auditor.
2. Payroll: Manages timesheet and payroll reporting in accordance with the SJC Auditor's Jr. Taxing District schedule. Reviews submitted web timesheets for employee's proper time and leave reporting and generates Eden reports for the Chief's review. Enters paper timesheet information into the Eden system, as needed. Generates final Eden reports, obtains approval and submits to the SJC Auditor. Processes annual volunteer stipend payroll in the Fall each year.
3. Accounts Receivable: Creates accounts receivable invoices, monitors payments and deposits payments at the District's bank.
4. Cash Receipting: Receives electronic deposit medical billing information from our 3rd party processor, completes SJC Treasurer's Office transmittal forms and submits to the SJC Treasurer. Also receives cash and checks, deposits them at the bank, and completes and submits the SJC transmittal forms.
5. Cash Management and Investments: Monitors the District's cash flow using the Eden system to ensure sufficient cash-on-hand for accounts payable and payroll payments and to obtain interest earnings from the District's investment account.
6. Budgeting: Monitors current budget expenditures and revenues throughout the year. Creates the next year's budget schedule, monthly budget spreadsheets for appropriate Board meetings, resolutions and levy documents, and budget hearing public notice; and submits the final approved budget to SJC departments before the end of the year.
7. Revolving Account: Utilizes District's revolving checking bank account as needed, and reconciles and obtains Fire Chief's review.

Human Resources & Benefits –

Maintains hiring forms including application and new volunteer packet paperwork for employees and volunteers.

Obtains and submits completed new hire paperwork to the SJC Auditor's Office for set up in the Eden system. Runs Washington State Patrol background checks on all new employees and volunteers. Maintains personnel files for all current employees and volunteers. Communicates any status or pay or benefit changes for current employees and volunteers to the SJC Auditor's Office. Prepares and maintains personnel files for current paid staff and volunteers.

Processes benefits paperwork for staff and volunteers including flight ambulance group benefits, medical and dental insurance, Department of Retirement Systems retirement, Nationwide Deferred Compensation, BVFF pension and disability, as appropriate based on established staff and volunteer benefits.

Administrative and Customer Service –

Organizes and coordinates the District's office functions, activities and communications; assures efficient flow of office information and operations; and interacts with County departments and outside organizations to coordinate District operations.

Communicates with the public, vendors, volunteers and employees via phones, email and website. Is responsible for the District's main phone line for calls, voicemails and greetings. Obtains, processes and distributes the District's mail, as appropriate. Also is responsible for managing and updating the District's website and participating in social media for the District.

Composes emails, letters, faxes or other correspondence, as needed. Creates and manages the District's policy, procedures and resolutions. Participates in creating and distributing District newsletters or other external communications.

Operates business and office machines including computers, printer & copier, and calculator.

Coordinates efforts and information with County departments, other Fire Departments, governmental agencies and businesses. Assists staff with setting up lodging for trainers and Per Diem professionals.

Maintains the District's Library and inventory of publications.

Board Secretary –

Attends Board of Fire Commissioner Meetings, records and transcribes minutes of the meetings, provides input as requested, and performs related duties as assigned.

Responsible for creating draft meeting agenda and submitting to Chief and Commissioners for their input prior to the Board meeting. Prepares established list of required board meeting materials or obtains materials from the Chief. The list includes accounts payable, payroll, Chief's report, EMS and Fire incident, reimbursement and run times, budget and financial reports. Other materials are created to support additional specific meeting agenda items. Several Board reports require accessing and downloading information from the SJC Dispatch Spillman system and ESO system. Provides the Board packet to each

Board member and Chief prior to the meeting. Posts each Board meeting agenda in compliance with the Open Public Meetings act requirements.

Public Information Officer (PIO)-

The Public Information Officer (PIO) works at the discretion of the fire chief and is responsible for internal and external communication, and may be assigned to community outreach, media relations, social media or information center operations. PIO's will work directly with the Incident Commander to disseminate department information to the public and media during or after an incident.

Other Duties –

In the District's ESO system account, reviews each EMS incident's Patient Care Report to evaluate if there was an EMS transport and appropriately records if each incident is billable. Sends a monthly billable transport list to our 3rd party billing company and coordinates their billing of our EMS transports.

Downloads monthly reports from our 3rd party billing company about the District's EMS transport billing receivables and payments and submits the reports to the Chief for his review.

Monitors volunteer information including each volunteer's drill attendance for informing the Fire Chief and Medics about training levels and needs and for Board of Volunteer Firefighter pension reporting. Updates Incident and Drill Sheets based on personnel changes, as needed.

Communicates with the Board of Volunteer Firefighters to manage and monitor the District's list of volunteers, injury reporting, pension information and requests and tracking of service credit information.

Creates the District's annual reports to the WA State Auditor's Office and coordinates the District's relationship with the State Auditor's Office including facilitating the periodic audit.

Maintains apparatus and equipment files in coordination with other District personnel.

Processes and responds to Public Records requests.

Manages the District's records in accordance with Washington State's record retention schedules.

Other duties as assigned.

KNOWLEDGE OF:

- Organization, functions and activities of the District
- District's policies, procedures, objectives and operations
- Financial and administrative best practices and standard controls
- Processing requirements and procedures for public documents
- Basic budget preparation, projections and control techniques
- Operating a personal computer, using Microsoft Outlook, Word and Excel software programs and accessing 3rd party's online programs
- Standard office practices, procedures and equipment
- Sufficient English language proficiency to fulfill duties of the position
- Applicable laws, codes, regulations, policies and procedures
- SJ County organization, operations, policies and objectives
- Preparation and presentation of various topical reports

ABILITY TO:

- Perform complex administrative, customer service and accounting duties
- Plan, organize and prioritize work to effectively meet deadlines
- Work independently and with little direction
- Utilize a computer to communicate via email, record data for monitoring and tracking, maintain proper records, generate reports, access information on the internet, download and save data, update our website, and perform research,
- Utilize Microsoft programs including but not limited to, Outlook, Word, Excel, and Power point
- Present ideas and concepts clearly and concisely
- Use interpersonal skills with tact, patience and courtesy
- Communicate effectively, both orally and in writing
- Interpret, apply and explain applicable codes, rules, regulations, policies and procedures
- Work confidentially and with discretion
- Establish and maintain cooperative and effective working relationships with others
- Maintain financial accounting and personnel records and files
- Evaluate and analyze data
- Monitor and control assigned budgets
- Assist the Fire Chief and other employees with administrative and accounting duties
- Ability to type at a functional level suitable to an office environment.

EDUCATION AND EXPERIENCE:

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

LICENSES AND OTHER REQUIREMENTS:

Valid driver's license.

WORKING CONDITIONS:

Perform the duties listed, as needed during regular office hours. Attend Board of Commissioner Meetings that may go beyond regular working hours from time to time. Respond as PIO at major incidents as needed at the chief's discretion. This position is paid on an hourly basis and is overtime-eligible based on FLSA. Payroll is processed once per month at the end of each month.

Office environment. Physical activities include bending at the waist, climbing stairs, sitting and operating a keyboard to enter data into a computer terminal for extended periods of time, hearing and speaking to communicate with others, and light lifting up to 14 pounds.



Adam Bigby, Fire Chief