



King County Fire District #20

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Administrative Specialist

Position Description

Operating under general supervision, the Administrative Specialist has a pivotal role as the primary office receptionist with expanded duties at the District's Headquarters. This unique position involves delivering high-level administrative, professional, and clerical support. Accountable to the Finance Director, the role necessitates a dedicated commitment to confidentiality and the cultivation of respectful working relationships within the District, among other agency affiliates, and the public. Focused on meeting the District's performance standards, the position is guided by the organization's core values.

Position Details:

- **Reports To:** Finance Director
- **Job Classification:** Non-union, FLSA non-exempt, full-time role with a 40-hour per week schedule, Monday to Friday. (Includes participation in special community events twice a year during weekends)
- **Salary:** \$6,125 (step 1) - \$7,250 (step 4) per month, DOE (2024 wage scale).

Benefits: Generous medical, dental, vision and life insurance coverage for employee and dependents (premiums paid at 100% for employee and family dependents). Additional benefits include disability insurance, wellness/EAP (Employee Assistance Program), paid holidays, sick and annual leave, and deferred compensation and PERS retirement plans.

Duties and Responsibilities:

- Provides a variety of professional and clerical support services appropriate to the business.
- Represents and supports the Fire Chief and Executive Staff to the public via phone, email, and personal contact; interacts with executive level management and elected officials from public and private organizations.
- Performs front office operations to ensure efficiency, and compliance with District policies and practices.
- Delivers exceptional customer service to District members, visitors, and the general public with a polite and friendly demeanor, emphasizing professionalism through conduct, appearance, cooperation, compatibility, punctuality, and enthusiasm.
- Performs receptionist duties at the District's Headquarters office, which include greeting visitors, addressing public inquiries, providing requested information, managing phone calls, handling mails and package deliveries, handling email requests, and assisting the public effectively.

- Administers the reservations system and oversees the utilization of meeting room facilities, encompassing scheduling, maintenance of usage records, and distribution of facility access passes.
- Controls the inventory of office supplies, managing the procurement, storage, and distribution processes.
- Undertakes various general housekeeping responsibilities, such as preparing coffee, emptying the dishwasher, addressing spills, and ensuring meeting rooms are cleared after events.
- Maintains the District's Records Management system by cataloging, archiving and providing access to records. Follows records destruction practices per WAC and District policies.
- Works in conjunction with administrative staff to coordinate and plan special events.
- Performs other duties as appropriate to the position and as necessary and/or assigned.
- Executes daily tasks to assist the admin staff, encompassing the following responsibilities:
- Updates and manages human resources records and databases meticulously, adhering to established procedures to ensure accuracy and timeliness.
- Compiles, enters, and maintains data for various reports and documents such as spreadsheets, member rosters, operations rosters, and organizational charts.
- Collaborates with the admin staff in recruitment and hiring processes, including job posting, application review, interview scheduling, coordination of pre-employment requirements, conducting new hire orientations, and other associated activities.
- Serves as the community liaison, managing the coordination of community and department events, and cultivating relationships with community leaders to facilitate networking opportunities.
- Manages and updates longevity and service information for the district, facilitating the ordering of longevity pins for eligible members.

Additionally:

- Assists Leadership and Executive staff with professional and clerical tasks, handling special projects, scheduling appointments, coordinating meetings, and managing travel arrangements.
- Aids the Fire Chief in preparing for meetings, communicating, and disseminating information to the Board of Fire Commissioners.
- Authors and distributes public notices, agendas, minutes, commissioner packets and resolutions at district meetings.
- Facilitates the receipt and processing of public records and fire report requests in accordance with District policy.
- Manages and coordinates onboarding documents of volunteers as well as claims and pension reporting to state board of volunteer firefighters (BVFF).
- Performs other duties relevant to the position as necessary and/or assigned.

Education and Experience:

- High School Diploma or equivalent

- Minimum one-year or more of successful related experience demonstrating history of increased responsibilities and effective management of duties to include benefit administration, records management, computer proficiency, and analytical administrative experience
- Any combination of higher-level education, training, and equivalent experience would provide the level of knowledge and ability required.

Knowledge, Skills, and Abilities

- Strong interpersonal skills; works effectively with all levels of internal staff and establishes and maintains harmonious relationships with candidates, vendors and diverse populations outside the organization.
- Communicates effectively both orally and in writing, in a clear and concise manner with correct use of professional grammar, punctuation, spelling and word usage.
- Demonstrates a degree of proficiency in the use of Microsoft Office including Word, Excel, PowerPoint, and Outlook.
- Experience using database systems and possess the ability to learn and become proficient with specialized software programs that are unique to the District.
- The ability to use independent judgment and maintain confidentiality and discretion in performing work duties.
- Must be well-organized, proactive, resourceful, and adaptable.
- Follows direction and carries out instructions effectively and efficiently with strong attention to detail.
- Manages multiple and competing demands for service and conflicting deadlines.
- Support and advance the goals of the district and contribute to a positive, productive environment.
- Be flexible to work a varied schedule as may occasionally be required.

Accountability:

The position is accountable for the timely completion, quality, and accuracy of assigned tasks and must be proficient in standard office word processing, spreadsheets and database records systems. Punctual and reliable attendance based on an assigned schedule is essential for successful job performance in this position. Pre-arranged work outside of regular business hours is also necessary upon occasion.

Equipment/Mechanical Aids Used:

Phone system, computer, photocopier, facsimile, scanner, printer, postage meter, laminator, and other general office equipment. May operate a district vehicle for business purposes.

Working Conditions:

The position works as a team member in an office environment that may be moderately noisy, subject to frequent interruptions and have a variable workload. Competing priorities and time deadlines are an element of the position and must be recognized and successfully managed. This position works a 40-

hour work week at district headquarters. Requires occasional lifting of up to 20 pounds and sitting for extended periods of time.

Other Requirements:

Possession of or ability to obtain and maintain any U.S state or District of Columbia Driver's License. Must be able to perform the essential functions of the position with or without accommodation. Must meet District's pre-employment standards to include successful completion of background and reference check and suitability assessment.

The statements provided here offer general information essential for outlining the primary functions of this job, indicating the typical level of knowledge and skill required, and defining the scope of responsibility. However, these details should not be viewed as an exhaustive list of work requirements. Individuals may be assigned additional duties, including tasks in other functional areas, to address absences or provide relief, manage peak work periods, or achieve workload balance. The absence of explicit statements regarding certain duties does not preclude their inclusion in the position if the tasks are similar, related, or logically aligned with the role.