



Job Announcement
Administrative Assistant

Opening Date: December 1, 2021

Closing Date: December 15, 2021

La Pine Rural Fire Protection District (La Pine RFPD) announces an opening for Administrative Assistant.

This is a three-quarter time position, 30 hours per week, with the possibility of increasing to a full-time, 40 hour per week position.

La Pine Fire District is seeking an individual with strong business, payroll and accounting skills, preferably those transferable to public governance to work in a progressive and supportive public service Fire and EMS agency. Must possess the strong desire and ability to support critical community services, our board and fire paramedics doing the front-line work. The right person for this position will have the ability to anticipate upcoming needs and prioritize time with limited resources to make a difference in their community.

Minimum Requirements for this Position:

- Graduation from High School or possession of GED is required. Preferred Associate's Degree in Accounting or Business, and/or five or more years of progressive experience in business office practices that includes payroll for fifteen or more employees (preferably in emergency services), accounts payable, budget and finance, human resources, or any equivalent combination of experience and training which demonstrates the ability to perform described duties is required.
- Excellent administrative skills with an emphasis on attention to detail, interpersonal communication, organization, and the ability to manage multiple tasks in a busy workspace environment.
- Ability to solve problems and find creative solutions.
- Ability to interact harmoniously with co-workers, other agencies, community members and the general public especially when under pressure or facing a deadline.
- Confidentiality is a requirement.
- Demonstrate proficiency with QuickBooks accounting software; Microsoft Word, Excel, and Outlook.
- Demonstrate proficiency with IT support, web platform and social media applications.
- Excellent vocabulary, spelling, punctuation and grammar skills.
- A qualifying background check will be conducted by the District.
- This position requires the ability to maintain a valid Oregon driver's license. Successful applicants must be insurable by District's insurance.

The first phase of the application process is to submit a resume stating your qualifications along with a cover letter.

Email resume and cover letter to admin@lapinefire.com by 5:00 p.m. on December 15, 2021

Following the resume review process, all qualified persons will be emailed an invitation to apply along with an application packet.

Beginning Salary: \$21.00 - \$22.50 per hour DOE.

Benefit Package: Medical, Dental, Prescription & Vision insurance; Oregon PERS (subject to waiting period and hours of work);

Life/AD&D and EAP (premiums employer paid).

Vacation, sick leave and 11 paid holidays prorated to regular schedule work hours.

Optional coverage (paid by employee): Medical, Dental, Prescription & Vision coverage for spouse, child or family; AFLAC, 457 deferred compensation plan; supplemental life insurance, and flexible spending account.

La Pine Fire District is an equal opportunity employer and makes recruiting decisions without regard to race, color, sex, national origin, sexual orientation, religion, genetics, marital status, age, prior injury, family relationship or mental or physical disability.