



ADMINISTRATIVE SPECIALIST-COMMUNITY RISK REDUCTION

Definition:

The position is responsible for exercising independent judgment and acting in the best interest of the Fire District. The Administrative Specialist-Community Risk Reduction is responsible for assisting the Fire Chief and supporting other District personnel as necessary. This position requires a minimum of supervision and is answerable for public engagement, mitigating risks, public education, and regulations and policies as established by the District. The position may require weekend duty as well as recall for certain emergencies. Under direction of the Fire Chief, plans, coordinates and directs community risk reduction functions of the District.

Minimum Requirements:

- Must be at least 18 years of age.
- Provide proof of eligibility to work in the United States.
- Possession of a valid Washington Driver's License.
- Possession of a high school diploma, G.E.D. equivalency, or a high school proficiency certificate
- Two years of general clerical experience including basic computer and software knowledge
- Must have basic knowledge of personal and home safety, fire safety.

Desired

- Associate or bachelor's degree in education, Teaching, Public Health, EMS, Fire Science, Safety, or a related field, from a regionally accredited college or university.
- Experience in emergency response and/or firefighting
- Credentialed Public Educator and teaching experience
- EMT or First Responder Certification
- Education and/or involvement in Community Risk Reduction (CRR) planning/activities
- Experience and/or credentials for public outreach and education
- Completion of ICS 100 and 200 courses
- Meet professional qualifications outlined in NFPA 1035 Standard Fire Service Instructor or similar instruction credential

Typical Duties:

- Presents to and educates citizens in groups and individually on diverse personal and environmental safety and risk reduction topics.
- Assists in developing public risk reduction strategies for District personnel and members of the public.
- Helps to develop and implement goals, objectives, policies and procedures related to community risk reduction services.
- Monitors and evaluates the efficiency and effectiveness of community risk reduction service delivery methods and procedures, including recommending appropriate changes to service, equipment, and systems.
- Provides timely, accurate, and creative messaging across various media platforms for public education, outreach, and information about District activities and responses.
- Performs a wide variety of clerical duties to District operations, including filing, preparing records and monthly reports, creating project files, updating District website, and assisting Chief Administration Officer.
- Composes, types, formats, proofreads, and processes a variety of documents, including letters, memos, agendas, reports, statistical charts, and forms from rough drafts, recordings or verbal instructions; checks drafts for punctuation, spelling, and grammar and suggests corrections.
- Performs reception and customer service duties; answers telephone and in-person inquiries; provides information on District policies and procedures; resolves problems related to assigned responsibilities; refers callers to appropriate staff as necessary.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies District policies and procedures in determining completeness of applications, records, and files.
- Acts as liaison for the Fire Chief to staff and the public; requests and provides information regarding CRR program rules, regulations and activities.
- Operates standard office equipment, including job-related and software applications, scanner, printers, copiers, calculators, and telephones; may operate other department specific equipment; may place office equipment maintenance calls.

- Provides staff support to assigned committees, groups, commissioners; copies and distributes agenda packets; maintains distribution and contact lists; prepares meeting site.
- Schedules for the use of district facilities; arranges for necessary set-up, materials, and equipment to be available at meetings, as necessary.
- Monitors and orders station, office, and other related supplies; assists in preparing, processing, and tracking purchase requisitions for services and materials; prepares requests for payment for management approval.
- Performs special projects such as researching information, summarizing data, evaluating alternatives and preparing narrative or statistical reports.
- Assist the Chief Administration Officer with the preparation of the District budget; projections for various costs; research capital improvement costs; data inputs and produces draft and final budget documents.
- Performs other general clerical duties related to the District.

Knowledge of:

- Basic fire service organizations.
- Microsoft Office 365; Word, Excel, Power Point, Teams, and Forms
- Principles and practices of program development and administration.
- Principles and procedures of record keeping.
- Principles of business letter writing and report preparation.
- Word processing and computer applications related to the work.
- Proper grammar, spelling, punctuation, and business correspondence formatting.
- Filing and record-keeping systems.
- Basic principles of administrative analysis.
- Research and report preparation principles.
- Office administrative practices and procedures, including records management and the operation of standard office equipment
- Basic budgetary and financial recordkeeping techniques.

Ability to:

- Operate and demonstrate the use of audio-visual equipment for training and educational purposes;
- Operate and use modern office equipment, including computers and supporting word processing and spreadsheet applications;
- Communicate clearly and concisely, both orally and in writing;

- Establish and maintain effective working relationships;
- Collect, compile and summarize varied information; consider alternatives and reach sound conclusions;
- Explain and apply regulations and procedures in varying situations;
- Review documents for completeness, accuracy, appropriate authorization and compliance with regulations and procedures;
- Prepare clear and accurate reports, correspondence, procedures and other written materials;
- Represent the District in meetings with other entities;
- Organize and prioritize work and meet critical deadlines;
- Maintain accurate records and files;
- Exercise sound judgment within established policies and procedures;
- Establish and maintain effective working relationships with those contacted in the course of the work
- May be required to attend specific classes and/or possess one or more licenses or certifications related to the Districts specific technical discipline.
- Maintains accurate records of Kittitas County Fire District 7 to and from the Department of Public Works variance, fire code, and wildland urban interface requests inputs on construction projects.
- Provides training and education of department personnel and members of the public in areas of expertise.
- Prepares and distributes detailed reports on work performed using a variety of methods and programs
- Maintains positive relationships and presents a courteous and helpful attitude and demeanor when dealing with the public, co-workers, and other agencies.
- Plans and coordinates District community risk reduction activities with municipalities, other divisions, agencies, and jurisdictions; participates in community risk reduction related regional and county committees and training events as directed; participates in professional group and elected board and council meetings on occasion.
- Maintains knowledge of community risk reduction strategies and modern public education practices.
- Participates in meetings, committees, programs, and projects within and outside the Organization as assigned.
- Responds to appropriate emergency scenes and major incidents as needed, within the scope of assigned role.
- Performs other duties as assigned

- Must have the ability to communicate clearly and effectively verbally, in writing, and within all communication systems of the District.
- Must exhibit good moral character, temperate personal habits, and show evidence of an industrious work ethic.
- Other related work and duties as assigned.
- Direct, guide, and supervise Community Risk Reduction activities performed by others.