



GRAHAM FIRE & RESCUE

PIERCE COUNTY FIRE PROTECTION DISTRICT 21

Executive Recruitment

- District Secretary

The District

Pierce County Fire District #21, also known as Graham Fire & Rescue, is a junior taxing district of the State of Washington, serving 70 square miles of southern unincorporated Pierce County.



With fabulous views of Mount Rainier and just

minutes away from the Puget Sound, Graham is located on the fringes of Tacoma and Puyallup with a suburban northern end and a very rural southern end.

Founded in 1962, the District first operated out of the old bus garage at Kapowsin High School. In 1963, a new station was built just north of the railroad tracks on Meridian in Graham over the site of Benson's Hardware Store. Today, the District operates out of five staffed fire stations and one volunteer station with a daily minimum staffing level of 17 responders.

Graham Fire & Rescue is a combination department comprised of 70 career firefighters and firefighter/paramedics, 15 volunteer firefighters, the Fire Chief, 6 Administrative Chiefs and 10 Support, Education, Mechanic and IT personnel. Career firefighters and most volunteers are assigned to three shifts working a 24 hour Modified Detroit schedule.

The District still maintains a small respond-from-home volunteer group and an active volunteer support services.

In 2017, the District responded to 6,968 calls for service. Calls for service include fire, rescue and medical aid, hazardous materials and water rescue response as well as paramedic transports to area hospitals.



The District Secretary

Under the general direction of the Fire Chief, the District Secretary performs a variety of complex administrative, technical, accounting and professional work in directing and supervising the the financial, accounting and records management systems of the District. The District Secretary serves as the confidential secretary to the Board of Fire Commissioners. This is a full-time, FLSA Exempt, position.

The following are some important duties of the position:

- Administratively manage the official affairs of the Board of Fire Commissioners.

- Supervision and management of all accounting records, vouchers and preparation of budgets commensurate with state and local laws with the Fire Chief.
- Maintain monthly accounting of revenues and expenditures, keeping the Fire Chief and Board of Fire Commissioners advised.
- Serve as the District Investment Officer.
- Provide reports and assistance to the State Auditor as required.
- Develop and update administrative policies and procedures including writing policies as required.
- Ensure compliance with Federal, State, and County requirements related to administrative and financial activities.
- Monitor expenditures from assigned budget areas.
- Serve as the Record Custodian of the District; maintains a variety of complex and confidential records including financial, fire and medical incident records, contracts, agreements and payroll consistent with record retention requirements. Provide and respond to requests for District information consistent with the Open Public Meetings Act and within public disclosure requirements.
- Develop proposals and strategies for collective bargaining processes and other matters as needed.
- Serve as the Secretary to the Volunteer Relief and Pension Board of the District.
- Represent the Fire Chief and Board of Fire Commissioners with civic leaders, committees and boards as directed.



Candidate Attributes

Knowledge, Skills and Abilities important for success:

- Knowledge of the principles and practices of accounting and business administration, including knowledge of pertinent federal and state laws related to assigned job duties.
- Knowledge of Open Public Meetings Act and Open Public Records Act.
- Skill in using computers and programs such as Word, Office, spreadsheets, financial systems, etc.
- Ability to develop and manage administrative projects and to anticipate and respond to administrative and operational problems.
- Ability to thoroughly investigate sensitive issues. Must be able to follow-through in a confidential and diplomatic manner.
- Ability to communicate both verbally and in writing.
- Adept at problem solving.
- Ability to make decisions after collecting relevant information and to provide guidance on appropriate actions to take.
- Customer-service orientation—ability to convey a sincere willingness to be of service and/or open to resolving the situation at hand.
- Ability to successfully work independently given strategic direction.
- Ability to work effectively in a team environment.
- Ability to interact with others in a manner that is sensitive, calm, appropriate for the situation and unbiased.



Qualifications

The ideal candidate for this position will possess:

- A minimum of five years of Public Sector accounting experience or equivalent that would provide the necessary level of knowledge and ability for this position.
- A Bachelor's degree in Accounting, Business Administration, Public Administration, or a closely related field or equivalent.
- Must have a valid Washington State driver's license and a driving record acceptable to the District's insurance carrier standard.



Mission, Vision and Values

Mission Statement

“Serving Our Community: Professional, Accountable, Caring”

Our Vision

Exceed customers' expectations. Provide personnel with the necessary support, encouragement, skills, and tools for safe and effective job performance. Operate in the most efficient and fiscally responsible manner possible within available resources. Provide a healthy, happy, empowered, enthusiastic workplace free of harassment and discrimination. Be recognized as an outstanding resource to the community to enhance the quality of life. Foster a management/labor/volunteer/community partnership.

Our Values

Doing the “right thing” through trust, respect, integrity, commitment, and ethical professional service.



Pierce County Fire District #21—District Secretary

Salary Range: \$92,000–\$115,000

Starting salary is dependent upon experience and qualifications. The District also includes an excellent benefits package.

Please submit a signed and completed application, resume and any other relevant supporting documentation

no later than 5:00PM PST on Friday, February 1, 2019

Application materials must be sent electronically, with return receipt request, to:

recruitment@esci.us