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## *Goshen – Pleasant Hill Rural Fire Protection Districts*

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Administrative Headquarters  
85880 First Street · Eugene · OR · 94705  
Station 1: 36024 Highway 58, Pleasant Hill OR 97455  
Station 2: 36755 Jasper Lowell Rd, Pleasant Hill OR 97438

Phone (541) 747-3104  
Fax (541) 746-7958  
[www.goshenfd.org](http://www.goshenfd.org)  
[www.pleasanthillfire.org](http://www.pleasanthillfire.org)

### **Position Description**

## **Administrative Aid, Part-Time**

**Classification:** FLSA Non-Exempt

**Reports to:** The Administrative Aid reports to the Fire Chief and may be assigned to work under the direction of the Administrative Assistant.

**Supervision Exercised:** This position does not directly serve in a supervisory role.

**Pay and Benefits:** The current pay for this position is outlined in attachment 'A' which may be updated annually. The normal schedule for this position is a 16-20 hour work week, with adjustments made for evening meetings as needed and when applicable. Adjustments will be made as 'flex-time' if practical.

Hours in excess of 40-hours per week may be compensated at an overtime rate or equivalent compensatory time. **\*\*This is a part-time position\*\***

**General Statement of Duties:** Works cooperatively with the Administrative Assistant and the Fire Chief to provide support functions related to the day to day administrative operations of two Fire Districts. This position will commonly provide office and clerical support as directed.

### **Example of Duties to be Performed**

- Provides staff support to the Fire Chief and Administrative Assistant as directed. This may include scheduling, calendaring and correspondence.
- Maintains inventory of office and clerical supplies which will include tracking of needs and maintaining supply levels
- Assists with filing and maintenance of department records including forms that may be sensitive in nature to include but not be limited to HIPAA and personnel documents.
- Executes assigned staff tasks and provides regular feedback related to timelines and status of assigned project areas.
- Schedules appointments for new volunteers under the direction of the Administrative Assistant to include physicals and background testing.
- Conducts research on assigned projects to provide reports to the Fire Chief or Administrative Assistant that may relate to laws, policy and best practices.



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- Provides staff for public outreach including website development and management as well as social media outreach including use of Twitter, Facebook and other social media platforms
- May draft and submit press releases within the parameters of District SOP's
- Provides staff assistance in the development of the District quarterly newsletter.
- Coordinates scheduling of department sponsored events including fundraising, community classes and outreach to schools and local community groups.
- Frequently uses computer based programs to assist in development of both Word and Excel documents to complete projects. Required to use email and other web based programs for execution of assigned projects.
- Provides staff to the District management team under the Direction of the Fire Chief and will attend regular staff meetings where tasks may be assigned.
- Perform other related tasks and duties as assigned

**Note:** The intent of the listing of 'Examples of Duties to be Performed' is to describe principle functions of the job. This listing shall not be construed as a complete listing of all miscellaneous, incidental, or substantially similar duties which may be assigned during normal operations.

### Required Skills

- Office related skills including use of common office related equipment and computers
- Office software use including but not limited to Microsoft Word, Excel, PowerPoint as well as online programs such as Dropbox, Oregon Fire Bridge (Imagetrend) and the Crewsense employee scheduling platform.
- Knowledge of HIPAA regulations as it pertains to patient sensitive information
- Ability to operate phone systems including intercoms, voicemail and transfer features
- Basic knowledge of municipal fire administration is preferred.

### Required Aptitudes:

- Excellent communication skills including the ability to work with a wide variety of constituents such as Firefighters, Command Staff, Board Members and general public.
- Ability to multi-task within a distracting and fast paced environment
- Ability to prioritize assigned duties and complete tasks with limited supervision at times.
- Ability to clearly communicate verbally as well as in writing or in the form of presentations and reports.



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**Work Environment:** Regular work hours are flexible and may be scheduled as 4-hour days or 8 hour days; however alternative work schedules may be developed at the discretion of the Fire Chief. Evening or weekend training sessions may be scheduled as needed with importance to this position; commonly time will be ‘flexed’ in an hour for hour basis during the same work period.

**Physical Demands:** The physical demands described here are representative of those that must be met by and employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hand or fingers to handle or feel; reach with and arms; and talk and hear. The employee is occasionally required to stand; walk; stoop or kneel.

The employee must occasionally lift and /or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision; color vision, peripheral vision, depth perception, and the ability adjust focus.

### **Required Education and Experience:**

1. 18 years of age or older
2. High school diploma or G.E.D. equivalent
3. Valid Oregon Driver’s License
4. Ability to speak, read, and write the English Language
5. Meet driving requirements of the District’s insurance carrier
6. Advanced computer skills

Any combination of education, training, and/or experience that demonstrates equivalent requirements may be considered at the discretion of the Fire District.

### **Additional Eligibility Requirements:**

- Must meet the Fire District’s background check, and complete a drug test.
- Goshen Fire District has adopted a policy to comply with the federal Drug Free Workplace Act of 1988, and the use of marijuana (including medical use) on or off duty, even though lawful under state law, is prohibited and grounds for termination.

There is a 12-month probationary period starting from the date of hire.

Goshen Fire District is an Equal Opportunity Employer.