



Snohomish County FIRE DISTRICT 7

Earning Trust Through Action

Project Specialist (2018-002) Position Announcement

OPENING DATE:	Thursday, March 29, 2018
CLOSING DATE:	Wednesday, April 18, 2018 at 3:30pm
EMPLOYMENT TYPE:	Regular, Full Time (40 hours per week)
SALARY:	\$4,540 - \$5,902 (DOE)
WORK LOCATION:	Administrative Headquarters, Monroe, WA
BARGAINING UNIT:	Teamsters Union Local No. 38

POSITION RESPONSIBILITIES:

The Project Specialist is within the Administrative Specialist classification and provides advanced administrative support for the Administration Division and the executive team as assigned. The work is characterized by complex tasks which typically require a considerable amount of technical understanding, research, and analysis prior to developing conclusions and/or recommendations. Incumbent will have duties that often include creating, updating and monitoring various reports, managing special projects/assignments, assisting with the administration of budget information and various financial/statistical recordkeeping. The position will report to the Assistant Fire Chief of Administration, or their designee. Examples of projects are (including, but not limited to): annual reports for operations, management of the board packet process and meeting products, research and recommendations regarding various projects (e.g. fuel cards, cell phones, etc.), draft correspondence (internal/external), various policy oversight as assigned, research/write grants, etc.

ESSENTIAL FUNCTIONS:

- Provide organizational and administrative support to long term, ongoing projects and/or assignments which require specialized knowledge and understanding of technical details
- Research and review a variety of information to identify trends and quantify results as related to departmental requirements
- Prepare, maintain, update complex system data and produce reports; recognize and define problems in report data and reconcile information and/or accounts as needed; research questionable entries and initiate corrective measures as necessary
- Create, edit and process memos, technical documents and other communications related to policies, processes and procedures within district
- Create, update and maintain detailed and complex reports, documents, spreadsheets and web pages
- Develop, update and retrieve data from spreadsheets, database programs and/or other sources
- Establish, maintain and update files, records, accounts and other information
- Attend meetings as required, transcribe and distribute meeting minutes, agenda and communications
- Perform backup to Administrative Assistant functions as needed

KNOWLEDGE OF AND SKILLS IN:

- Applied knowledge of office practices, methods and procedures
- Applied knowledge of applicable federal, state and local laws, codes, regulations and statutes
- Proficiency in using MS Office products
- Proficiency in general office administration

- Extensive skills in problem solving, managing multiple projects and in providing excellent customer service
- Skill in composing grammatically correct and effective communications
- Skill in mathematics and statistics
- Perform duties and maintains personal conduct, attitude and appearance that reflects professionalism and strictly conforms with policies, procedures and discipline within a “chain of command” system

ABILITY TO:

- Ability to understand and reliably communicate information about district operations, policies and procedures
- Ability to operate a variety of computer programs and office equipment at an advanced level
- Ability to perform research, review and analysis of issues
- Ability to stay abreast of Federal, State and local updates and changes in laws and regulations as they pertain to assigned programs/responsibilities
- Ability to handle sensitive information and maintain strict confidentiality
- Ability to learn and communicate District policies and procedures
- Ability to establish and maintain effective working relationships with other employees and the general public
- Ability to perform a wide range of administrative duties with a high level of independence, judgment and initiative
- Ability to demonstrate leadership capability, promoting respect and loyalty within the “chain of command” system
- Ability to promote co-worker and public trust
- Ability to work under pressure and meet deadlines
- Ability to learn new computer programs quickly

EDUCATION AND EXPERIENCE:

- AA Degree OR high school diploma/G.E.D. with 2 years of college level coursework
- Five (5) years of progressively responsible office and administrative support experience preferably completing project type work
- Any combination of education and experience that provides the desired knowledge, skills and abilities to perform the essential duties of the position

LICENSE AND REQUIREMENTS:

- Valid Washington State Driver’s License
- Must meet and continually comply with departmental standards of conduct as demonstrated by background checks, inclusive of driving records

APPLICATION PROCESS & SELECTION PROCEDURES:

- Submit a completed application packet to the Human Resource Division. A completed Application Packet will consist of an Application of Employment and a Letter of Intent The Letter of Intent should outline your relevant skills and experiences to the position as well as why you are interested in the position.
- All materials must be received at the physical site listed below, before the closing date and time identified at the top of this announcement. Application materials can be dropped off or mailed to the attention of:

**Human Resources
Administrative Building
163 Village Court
Monroe, WA 98272**