

**Professionally and compassionately helping people**



**PUGET SOUND  
REGIONAL FIRE AUTHORITY**

INTERNATIONALLY ACCREDITED FIRE AGENCY

# Administrative Assistant I

**CAREER OPPORTUNITY**

# RFA GOVERNANCE

Puget Sound Fire is governed by the Regional Fire Authority Board. This Board is comprised of six voting members and three non-voting members. Three members of the Board are appointed from ranks of the Kent City Council, three from the Board of Fire Commissioners for Fire District 37, one non-voting member from the Covington City Council, one non-voting member from the SeaTac City Council, and one non-voting member from Fire District 43. The Board's responsibilities are to oversee the budget and policy decisions and to ensure the department is successful in its mission of protecting our community.

## Department Overview

- 13 Fire Stations
- 3 Battalions
- 300+ full-time employees
- 25,000 emergency responses in 2017



## THE DEPARTMENT

The Puget Sound RFA is a progressive, diverse, full spectrum life safety agency protecting more than 200,000 citizens. The men and women of Puget Sound Fire are proud to serve their citizens, with over 25,000 emergency responses in 2017.

Puget Sound RFA is an internationally accredited full-service, all risk fire and rescue department that provides services to the citizens of Covington, Kent, SeaTac, Maple Valley and portions of unincorporated King County. Our workforce is approximately 300 employees and an annual budget of nearly \$70 million.

The Administrative Assistant I will be a member of the Support Services Division. This Division serves the cities of Covington, Kent, SeaTac, Maple Valley and Renton in support of the mission of the fire department in a way that is efficient, effective and fiscally responsible to the communities served.

## CORE VALUES

**Be safe. Do your best. Serve with integrity. Take care of each other.**

## **THE IDEAL CANDIDATE**

- Become familiar with, follow, and actively support the Department's mission, vision, and value statements.
- Applies quality customer service principles and concepts to assist internal and external customers in a patient, courteous, and tactful manner.
- Demonstrate ability to effectively communicate and work efficiently with others collaboratively.
- Operate within the RFA's procedures and guidelines to professionally represent the department.

## **EXAMPLES OF DUTIES**

- Provide administrative assistance support for other Divisions within the Fire Department when assigned.
- Prepare, proof read, and edit correspondence, reports, bulletins, and materials independently on a variety of Fire Department operations matters from rough drafts, transcription machine tapes or verbal instructions.
- Assist with the processing of purchase orders, requisitions, expenses, and related forms and documents.
- Research, compile and prepare statistical, financial and administrative information and reports as directed.
- Become familiar with, follow and actively support the Department's vision, values and behavior statements.
- Apply quality customer service principles and concepts to assist internal and external customers in a patient, courteous and tactful manner.
- Attend meetings and conferences to record proceedings or receive information as assigned; prepare and distribute meeting notices, agendas, and minutes.

## APPLICATION & SELECTION

Application deadline:  
August 21<sup>th</sup> at 8:00 a.m.

Please apply at:

[www.pugetsoundfire.org](http://www.pugetsoundfire.org)

### SELECTION PROCESS:

Applicants will be reviewed for minimum qualifications.

Successful candidates will be invited to the first-round interviews.

Questions? Please contact Jennifer Zager, HR Specialist at 253-856-4309 or [JZager@pugetsoundfire.org](mailto:JZager@pugetsoundfire.org)



## EMPLOYMENT STANDARDS

**Education:** High school diploma, general education degree (GED), or equivalent, and

**Experience:** Two (2) years of administrative experience including at least one (1) year of experience working with the public on a day to day basis. Previous Fire Service experience is preferable, but not required.

*In place of the above requirements, the individual may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skills, and ability to perform the essential duties and responsibilities.*

## COMPENSATION & BENEFITS

This nonexempt position will be offered at a salary of \$48,466 – \$59,835 with the following benefits in addition:

- Longevity Pay
- Vacation: 96 hours annually
- Holidays: 12 paid holidays annually
- Sick Leave: an accrual of 8 hours per month of paid sick leave
- Bereavement Leave
- Health insurance: medical, dental and vision plans
- Retirement: PERS (Public Employees Retirement System).
- Deferred Compensation: PSF will contribute 3% of the employee's annual salary
- Life Insurance
- Long Term Disability
- Education Reimbursement