

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT 27

HAT ISLAND FIRE DEPARTMENT

Job Description: Secretary to the Board of Commissioners

(This Part-Time position is a 1099 Contractor position)

1. District Secretary Position: The person occupying this position is the Secretary to the Board of Commissioners and, although a 1099 Contractor, is therefore a public official since the position is created by the laws of the State of Washington. The primary responsibility of the Secretary is to fulfill the obligations established by statute and to perform the job requirements established by the Board of Commissioners. The Secretary shall report directly to the Board of Commissioners on all matters relating to the secretarial position. In the event a dispute or uncertainty shall arise relating to the primary responsibilities of the Secretary in regard to any specific job function or issue, the primary responsibility shall be to the Board of Commissioners.
2. Secretary to the Board of Commissioners: As Secretary to the Board of Commissioners the Secretary shall attend all meetings of the Board and record the minutes of each meeting (exception made for Executive Session as the Board may dictate). The secretary shall prepare, certify and file the annual District and tax levy in accordance with the applicable statutory provisions and regulations. The Secretary shall prepare and maintain all official District records and perform processing of District vouchers, audit and sign for financial records and transactions (as appropriate and / or directed). The Secretary shall review and reconcile all monthly reports received from the office of the Snohomish County Treasurer/comptroller and, after said review, the Secretary shall prepare a monthly District financial statement for the Board of Commissioners. The secretary shall receive / process incoming District correspondence and prepare / process outgoing District correspondence as directed by the Board of Commissioners.
3. Records Retention Officer: The Secretary shall be the District records retention officer and shall provide for retention, protection and preservation of District records; receive and process all requests for inspection of District records and for copying of District records pursuant to RCW 42.17.250 (public records requests).
4. Petty Cash Custodian: The Secretary shall serve as the Petty Cash custodian and manage the account as required per Board resolution.
5. Volunteer Relief and Pension Board: The Secretary shall attend meetings of the District's Volunteer Firefighter's Relief and Pension Board. Responsibilities include preparing and maintaining a record of the proceedings, prepare and audit Board vouchers, complete / review Annual Roster for accuracy, oversee injury claims/reports, assist with retirement process (forms, correspondence, local approval, etc.).
6. Additional Duties: The Secretary may be assigned additional duties by the Board of Commissioners that could include, but are not limited to, making travel arrangements, auditing District records (pursuant to RCW 42.24), assist the Chairman of the Board with investment processes, assisting in Grant preparation and tracking, etc.

Required Knowledge, Skills, and Abilities: *A person filling this type of position generally has proficiency in, or knowledge of the following items. This list represents the general details, as necessary to describe the principal function of this job, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.*

- Possess well-developed interpersonal skills to establish and maintain productive working relationships and hospitably work with the public
- Must maintain effective and courteous working relationships with all personell, volunteers, partner agencies, professional consulants and the general public

- Proficient in the use of the English language, to include grammar, spelling and punctuation
- Possess strong oral and written communication skills sufficient to understand technical instructions and to independently draft correspondence and other documents as directed.
- Knowledge of the concepts and details involved in the use of automated financial systems
- Considerable knowledge of computers and demonstrated skill in their use - including spreadsheets, word processing, etc.
- Knowledge of accounting principles with desired experience working with Budgeting, Accounting and Reporting Systems (BARS)
- Knowledge of ethics laws and rules
- Must be able to work independently, demonstrate time management and organizational skills
- Demonstrated ability to remain calm and cool during periods of extreme stress
- Demonstrated ability to maintain confidentiality

Basic Qualifications

- Must be able to attend regular and special meetings as directed by the Board of Commissioners. Meetings may be held on nights/weekends but are currently held on Saturday afternoons.
- Must possess and maintain a valid Washington State driver's license
- Must minimally be 18 years of age
- Must have proof of eligibility for employment in the United States
- Must pass a criminal background check (unless waived by the Board of Commissioners)
- Must be in sufficient good health and physical condition to fully perform the requirements of this position with or without reasonable accommodations.
- Minimum 5 years performing similar duties is preferred, or possess equivalent combination of education and experience as determined by the Board of Commissioners.
- Capable of using assigned computerized equipment in completing required reports and other activities.
- Must be willing to travel to/from Everett, WA to gather/send correspondence that is otherwise not available in electronic format and to perform functions with the Snohomish County Treasurer's office (deposits).

Additional Duties to be performed and/or assigned

General

- Assist firefighters and the public when needed
- Monitor office supplies and inventory, reorder office supplies as necessary
- Receive all claims, copy and inform appropriate parties
- Receive all requests for public records and follow up with proper documentation
- Edit correspondence, (policies, procedures as requested by Board)
- Prepare specialized billing for services to other agencies, as needed.

Board Meetings

- Post Public Meeting Notices for public meetings and special meetings. Notices to be sent to Commissioners, on the Fire Hall exterior bulletin board, and on the District website scfpd27.org
- Compile meeting packets for the Commissioners for all meetings
- Prepare ZOOM application and attendance information (date, time, access information) for the general public and Commissioners. Troubleshoot basic ZOOM connectivity concerns/problems.

Budget

- Receipt all revenue and complete all deposit records
- Post all receipts to monthly reports and accounting system (currently Excel spreadsheet "Budget Tracker")
- Maintain copies of all receipts for the state audits
- If needed, make necessary recommendations and prepare resolutions for supplemental budgets
- Complete, record and monitor all invoices and payments

Grants

- Maintain proper documentation on all grants awarded and assist the Fire Chief in monitoring progress of the grant compliance and balance
- Assist Fire Chief with grant applications and documentation
- Maintain documentation of grants applied for but not awarded
- Along with the Fire Chief, monitor grant balances to keep the Board of Commissioners informed

Reporting

- Prepare and submit all annual and quarterly reports as may be required by state, insurance, pension , etc. agencies
- Must demonstrate the ability to handle confidential information and maintain confidentiality as directed by the Board of Commissioners, the Revised Codes of the State of Washington, and other pertinent laws and department policies.

Working Conditions: The work is primarily performed in an office setting. While performing the functions of this job, the Secretary is frequently required to sit at a desk and work on a computer. The Secretary must be able to stand, talk, hear, and sit. The Secretary must occasionally lift or move up to 25 pounds. Specific vision abilities required of this job include close vision and the ability to adjust focus. The position is subject to exposure to stressful situations or environments, including contact with the public. The noise level in the work environment is generally quiet, however, the office area is subject to traffic, alert tones, and interruptions. The Secretary has the flexibility to perform the job functions outside the office environment. Depending on arrangements the Secretary may be subject to the marine environment traveling via Ferry or private boat to retrieve correspondence (post office) or make deposits at the Snohomish County Treasurer's office.

This position is available July 1, 2026. Compensation depends on experience/qualifications, skills/abilities. Persons interested in this opportunity should send a letter of interest and qualifications to:

SCFPD27 Board of Commissioners
c/o Chuck Thurman

email: Fire27thurman@gmail.com
subject: Secretary

Additional questions or comments? Send an email (to the above email address) or call Chuck at 951-992-7800.