



POSITION ANNOUNCEMENT – OFFICE MANAGER

Mid-Columbia Fire and Rescue is recruiting for an **Office Manager**; Full-Time 40 hours/week. M-F, 8:00am to 5:00pm with some evening meetings. This is an Overtime Exempt Position.

Attractive benefit package includes Oregon Public Employee Retirement System (PERS); Medical, Dental and Vision Insurance (90% Employer Paid); Paid Time Off (Vacation, Sick, Executive Leave); Post Employment Health Plan; Deferred Compensation Plan.

Salary Range \$3709 - \$4882 monthly.

Application Deadline: Wednesday, July 22, 2020 at 3:00 p.m. Pacific Time.

Inquiries may be made by contacting Division Chief Jay Wood at jwood@mcfir.org or 541-296-9445.

Minimum Qualifications: This is not an entry level position.

- High School Diploma or GED with an AA degree in a related field **AND** three (3) years of employment experience in an associated discipline, **OR** a high school diploma or GED and five (5) years of employment experience in an associated discipline
- A Driver's License valid in the State of Oregon and be insurable by the district's insurance carrier.
- Must obtain certification as a Notary Public within 18 months and maintain throughout employment
- Must document the ability to satisfactorily perform the responsibilities of this position with minimal supervision and training.
- The candidate must be able to type at least 50 words per minute. A typing test will be administered at the Fire Station for those who qualify for the panel interview.

Desirable Qualifications:

- Four-year degree or equivalent years of training experience in the same or similar field.
- Current knowledge of Microsoft Server based network and computer systems.
- Experience in office procedures and human resource matters.
- Previous business experience and/or management training in civilian or public occupations.
- Knowledge/skill using electronic media, i.e. updating websites.
- Bilingual, specifically in the ability to communicate in Spanish.
- Knowledge of Medical Terminology and Billing

Application Process: Application packets may be obtained on our website at www.mcfr.org. Applications **and** a resume must be submitted by email to jwood@mcfr.org, mail or hand delivered to the address noted above no later than Wednesday, July 22, 2020 by 3:00 p.m. Pacific Time.

Selection Process:

- Each application will be reviewed to determine those candidates that best meet the qualifications for the position.
- Candidates passing the application review process will be invited to participate in a panel interview with a small group of individuals. The applicant will be asked a series of questions which will be scored by the panel.
- The highest rated applicants will be interviewed by the Fire Chief who will make the final selection.
- This position will be open until filled.