

BOARD OF DIRECTORS

D. Craig Anderson
Mike Everitt
Ed Humber
Claude Kennedy
Chuck Roberts



FIRE CHIEF
Jordan Donat

BUSINESS MANAGER
Rebecca Shivers Singleterry

March 1, 2022

Thank you for your interest in learning more about the Turner Fire District.

We are a small, combination (volunteer & career) group of professionals interested in expanding our work force. We run approximately 1,500 calls annually of which approximately 80-85% are EMS in nature. We operate two ambulances equipped at the ALS level. Currently, our administrative staff provides in-house ambulance billing services for our EMS division, billing over 500 transports annually. We provide contracted payroll services for neighboring fire districts and manage Enterprise funds for regional training and medical director services.

We are looking for a highly energized individual with the educational and technical skill sets to provide leadership and administrative support to our district programs. The Office Manager performs a multitude of tasks on a daily, weekly, monthly, and annual schedule to keep our fire district and our ambulance service operating smoothly. The highly skilled candidate must be detail-oriented, understand the importance of accuracy in all levels of work, maintain a positive approach to new challenges, be self-motivated and not afraid to ask questions, and enjoy working as part of a successful team. Our team consists of detailed oriented individuals who enjoy opportunities to engage their creative side with a variety of assigned projects.

Enclosed, please find the current job description for the full-time Office Manager position. We anticipate an immediate hiring for this position. This position typically will work a 40-hour per week schedule.

Pay Considerations

- Annual salary \$66,950

Benefit Considerations

- Workers Compensation insurance coverage paid by the district while in service
- PERS paid by the district
- Group Life and AD&D insurance coverage provided by district
- Short term and Long term disability coverage provided by district
- 401a Retirement account – 1% employer / 1% min employee contributions
- 457(b) Deferred Comp – employee contributions with district match
- Flexible Spending Account – employee-paid elections only
- HRA VEBA – employer paid contributions
- Medical/Vision/Rx insurance – employer 93% paid, employee 7% paid premiums
- Dental insurance – employer 100% paid premiums

Application Process:

Interested candidates should provide a completed Turner Fire District application, three professional and three personal references, a current resume, and a cover letter explaining why you believe you would be a good fit for the organization. Candidates may use our reference forms or submit letters of reference. Individuals will be selected for an assessment and interview process based upon their application, credentials, resume and cover letter. Application packets will be accepted through March 18, 2022, at 5 pm.

Tour:

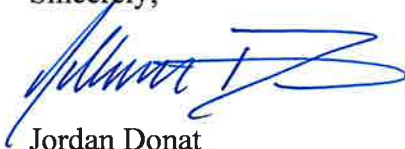
The Fire Chief will be available to meet with applicants who are interested in learning more about the Turner Fire District. Contact Chief Donat at (503) 743-2190 to set up an appointment. This is not a requirement of the application process.

Interview Process:

If you are selected to interview, you will be notified by phone by a member of the district staff. Please be sure to include a reliable phone number and email to ensure the district can contact you easily. Interviews will be held at the Turner Fire Station, located at 7605 Third Street in Turner Oregon on an appointment basis only.

Thank you for your interest in working with the volunteers and staff at the Turner Fire District. We look forward to the prospect of meeting you in the coming weeks.

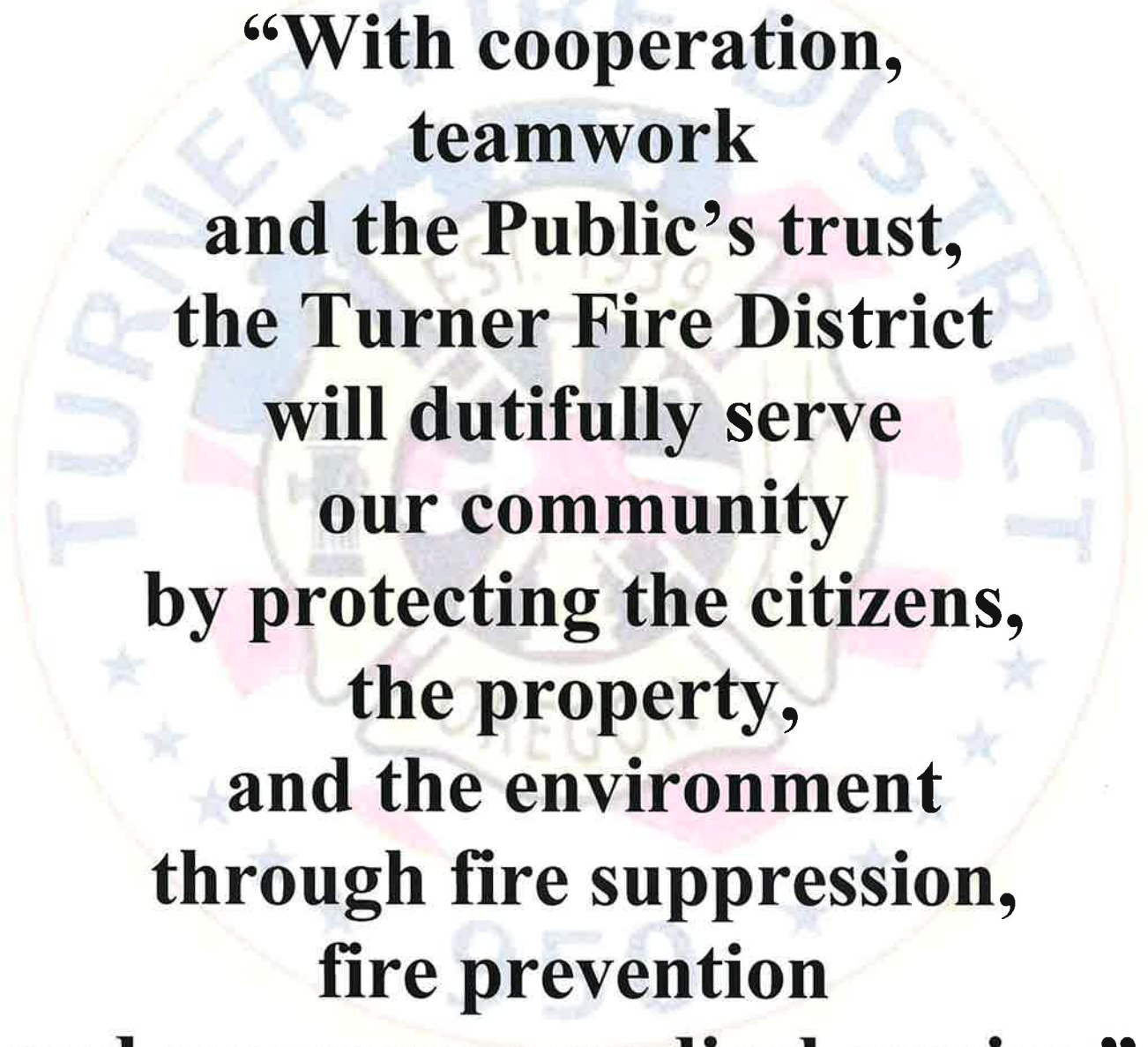
Sincerely,



Jordan Donat
Fire Chief

Enclosure(s): Application packet, Reference forms, Job Description, TFD Mission, Values and Principles.

Our Mission

A large, faint watermark of the Turner Fire District logo is visible in the background. The logo is circular and contains the text "TURNER FIRE DISTRICT" around the perimeter. In the center, there is a shield with a fire hydrant, a fire engine, and a fire truck, with the year "1959" below it. There are also stars around the inner circle.

**“With cooperation,
teamwork
and the Public’s trust,
the Turner Fire District
will dutifully serve
our community
by protecting the citizens,
the property,
and the environment
through fire suppression,
fire prevention
and emergency medical service.”**

--1999 TFD Volunteers

Our Vision

**Turner Fire District
will become
an organization
continually pursuing
excellence,
ensuring public health
and safety
through choices based on
our stated values
and principles.**



Turner Fire District Values & Principles

Safety

We value positive attitudes within an organization free from physical, emotional and mental threat—one where individuals, led by the example of others, are inspired to grow, explore, and experiment.

Integrity

We value individual and organizational actions based on values, principles and goals.

Loyalty

We value loyalty to our history, our mission, our community, and our co-workers, reflected in speech and action.

Non-Traditional Thinking

We value a creative approach to problem solving.

Image

We value a professional image that earns the public's support, trust and confidence.

Financial Integrity

We value financial integrity directed at achieving organizational goals and the responsible stewardship of Turner Fire District resources.

Honesty

We value determination to speak truth at all times, to openly admit mistakes and to freely acknowledge the strengths of others.

Respect

We value respect for persons of all levels of experience, rank, social status, gender, religion, cultural background and/or affiliation.

Attitude

We value a positive approach to people and problems—a willingness to share knowledge and to encourage others.

Communication

We value ethical, open, effective and efficient communication between all persons.

Pro-Activity

We value the investment of resources in anticipating and preparing for situations before they occur.

Vision

We value a determination to view ourselves and the organization in terms of our potential—what we can be.

Relationships

We value supportive relationships that are open, honest and embracing of all current and potential members of the Turner Fire District. We value a willingness to foster healthy relationships with allied agencies and associations.

Accountability

We value an open and pleasant approach to letting others view our work, to accept credit and criticism, and to holding each other accountable for our actions regardless of rank, status or position.

Fitness

We value an individual's determination to remain physically, mentally and emotionally ready for effective response to calls for assistance.

Education

We value both the individual's and the organization's responsibility to pursue and support continuing education.

Hard Work

We value maximizing time and resources in the direct pursuit of organizational goals.

Turner Fire District
Job Description and Responsibilities
Office Manager

Approved by Fire Chief: _____



Effective date: 2/23/2022

General Statement of Duties

Provides oversight and management of District Administrative Office operations. Responsible for all aspects of the Fire District's finance system including budget preparation and maintenance, accounts payable and receivable, and payroll. Provides senior level support in the areas of personnel and administration; serves as primary support to the Fire Chief, Board of Directors, and district personnel. Supervises administrative staff and performs other duties as required.

Supervision Received

Works under the general supervision of the Fire Chief or his designee.

Supervision Exercised

Supervises additional office staff including Admin Assistant, Office Specialist, and any temporary office help. Assigns non-routine tasks, exercises delegation, establishes goals, and reviews the results obtained for overall effectiveness through the analysis of reports, conferences, and observations. May manage special projects in which supervision of others is recognized.

Examples of Essential Job Functions

1. Ensures all aspects of the account payables functions for the Fire District, including preparation of invoices for payment, maintaining records of accounts payable, preparing, and making deposits, and tracking of credit card purchases are conducted in a timely manner.
2. Ensures all aspects of the accounts receivable functions for the Fire District, including billing, preparation of receivables for deposit, maintaining records of accounts receivable, and preparing and making deposits are conducted in a timely manner.
3. Initiates, documents, and monitors TFD financial transactions to include general ledger activities, balancing and monitoring bank accounts, receiving taxes, etc.
4. Prepares monthly cash/bank reconciliations as directed by the district's auditor.
5. Prepares federal and state tax payments, prepares, and submits tax, unemployment, workers' compensation; prepares and distributes annual tax withholding forms to appropriate tax agencies and employees.
6. Performs all payroll services for the district including entering time sheets, calculating, and posting several types of pay and leave use/accrual, preparing voluntary employee payroll deductions, performing automated clearinghouse functions, distributing paychecks, and maintaining payroll records.
7. Assists the Fire Chief and makes recommendations in preparation of the Fire District's annual budget; monitors budget and prepares monthly variance reports; prepares books, responds to questions, and provides clarification for audits as required.
8. Composes and transcribes correspondence, letters, reports and memoranda, schedules meetings. Provides senior level support to District Board of Directors and Civil Service Commissions as required; prepares and sends preparatory documentation, prepares agendas, takes, and transcribes minutes for official record.
9. Maintains and manages district records per state archives records retention rules and schedules.

10. Coordinates TFD information technology, both hard and software and collaborates with staff as necessary to maintain information technology for the district.
11. Coordinates the district front reception duties including greeting visitors, scheduling events and meetings, and answering phones at the TFD.
12. Represents the TFD Directors and the Fire Chief as assigned in negotiating district contracts and agreements, attending meetings, preparing official statements, managing inter-governmental communications, etc.
13. Provides back-up and assistance to other department support functions as required.
14. Attend training sessions and classes as needed for education and certification.

Essential Physical and Mental Functions of Position:

1. Ability to maintain composure and confront stressful situations that may occur due to the nature of public service agency work.
2. Ability to read, learn and remember new and updated detailed complex information, such as hazardous materials information, medical information, or changes in policy or procedures. Ability to apply information in a logical manner.
3. Ability to sit for prolonged periods of time while performing data entry and other clerical tasks; bending and stooping from sitting and standing positions to perform filing and other functions; occasional lifting and moving up to 20 pounds; using wrists, hands, and fingers to perform data entry and manual posting tasks for long periods of time.
4. Specific vision abilities required by positions in this classification include close vision and the ability to adjust focus.

Auxiliary Functions

The omission of specific statements of duties does not exclude them from the position if the work is similar, related to, or a logical assignment of the position.

Position Qualification Requirements

- Extensive knowledge of finance software, approved banking procedures, and records retention laws.
- Extensive knowledge of public budget law.
- Considerable knowledge and experience in office procedures and internal control systems.
- Considerable knowledge of accounting or bookkeeping principles and practices.
- Considerable knowledge of state and federal laws relating to payroll, employment law and human resources.
- Excellent communication skills both written and verbal.
- Extensive knowledge of modern principles, practices and techniques of sound fire district organization and operation, supported by the ability to determine their applicability and skills to apply them to problems and conditions.
- Thorough knowledge of public administration, including purchasing, budget preparation and control; ability and skill to prepare and present intelligent written and oral reports.
- Ability to plan, supervise and effectively coordinate the work of others.

Education and Experience

- Graduation from a four-year college or university with major course in business administration or public administration; or

- Minimum of four (4) years of progressively responsible administrative experience in business administration, public administration, fire department administration, or related; or any equivalent combination of experience and training.
- Experience in payroll/personnel functions; knowledge of payroll software.
- Ability to accurately type or keyboard at least forty words per minute.

Work Environment

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of positions in this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this classification, employees continually work with and near electronic equipment and near on-going emergency radio traffic. The noise level in the work environment is usually moderate, except during certain activities when noise levels may be loud.



TURNER FIRE DISTRICT

Employment Application

Turner Fire District provides equal employment opportunity to all qualified employees and applicants, without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran's status, or any other status protected by applicable federal, Oregon, or local law. No application will be rejected because of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties.

To claim veterans' preference in hiring, complete the Veteran's Preference Form and submit it with the required documentation at the time you submit this application.

**IF HIRED, THIS APPLICATION WILL BECOME PART OF YOUR PERMANENT PERSONNEL FILE. PLEASE COMPLETE LEGIBLY.
YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE OR SUBMITTED PAST AN ESTABLISHED DEADLINE.**

Position		
Position Applying For	Available Start Date	Today's date

Personal Information			
Name			
Address	City	State	Zip
Phone Number	Mobile Number	Email Address	
Are you able, at the time of employment, to submit verification of your legal right to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> (Proof of identity will be required upon employment)			

Education List any colleges, military, trade, business or other schools attended.				
Do you have a high school diploma or GED Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>				
School Name	Location	Diploma/Degree	Major/Minor	Did you Graduate?

Certificates & Licenses List professional license, registration, or certificate required or preferred for position.			
Type	Issuing Agency	Date Issued	Date Expires



TURNER FIRE DISTRICT

Employment History			
<p>This information in this section will be used to determine if you meet the minimum qualifications as outlined in the job announcement. Clearly describe all your duties, starting with your most recent job. Resumes will be accepted only if required on the job announcement and will not be accepted in place of a completed application. If you need additional space, attach a separate sheet.</p>			
Employer (1)	Job Title	Dates Employed (from-to)	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving			
Duties:			
Employer (2)	Job Title	Dates Employed (from-to)	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving			
Duties:			
Employer (3)	Job Title	Dates Employed (from-to)	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving			
Duties:			
Employer (4)	Job Title	Dates Employed (from-to)	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving			
Duties:			



TURNER FIRE DISTRICT

References

Name: _____	Title: _____
Company: _____	Relationship to you: _____
Phone: _____	Email: _____
Name: _____	Title: _____
Company: _____	Relationship to you: _____
Phone: _____	Email: _____
Name: _____	Title: _____
Company: _____	Relationship to you: _____
Phone: _____	Email: _____

Certification & Signature

I hereby certify that all statements made in this application are true, and I agree and understand that any statement that is false, fraudulent, or misleading in this application or attached material, during the interview or screening process, or discovered during any employment-related process (post hire) may result in the revoking of a job offer or termination of employment.

- I certify that all statements contained herein are true and complete.
- I understand that I must provide proof I am authorized to work in the United States, in accordance with federal law, if I am hired.
- I authorize the employing agency to verify the employment and education information provided in this employment application.
- I authorize my driving record to be checked if the position for which I am applying requires driving.
- I understand and agree to be subjected to a pre-employment drug screening and criminal history background check, if applicable.
- I am able to perform the essential duties of this position as advertised, with or without reasonable accommodation
 - Yes
 - No Explanation: _____

Signature: _____ **Date:** _____



TURNER FIRE DISTRICT

Veterans' Preference Form (ORS 408.230)

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. **If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (copy 4).** This completed form and required supporting documentation must be submitted with your application for consideration for Veterans' Preference.

Qualified Veteran Questions: *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

ORS 408.225(f) – I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service-related disability
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- And am receiving a nonservice – connected pension from the United States Department of Veterans Affairs

Qualified Disabled Veteran Questions: *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD214 or 15, Copy 4, and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs;
or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat.

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

Signature: _____

Date: _____

Position Applied For: _____

