

SPOKANE COUNTY FIRE DISTRICT 8

Job Description



Job Title: Office Specialist-Social Media Coordinator

Division: Administration

Supervisor: Finance Manager-Executive Assistant

Job Summary:

The Office Specialist-Social Media Coordinator is responsible to receive and provide directions for the public, assist in the maintenance and relevance of the District website and social media accounts, assist in the accounts payable function, and provide support for the administrative staff of Fire District 8. This position reports to the Finance Manager-Executive Assistant on a day to day basis for the purpose of processing and maintaining budgetary, payroll, and confidential District records. This is an FLSA overtime eligible position.

Supervises: N/A

Duties and Responsibilities:

1. Appropriately screen, evaluate, prioritize and deliver incoming customer inquiries.
2. Assist in the district's community engagement through development, posting and maintenance of relevant and timely content of the district's website and social media accounts.
3. Appropriately screen, evaluate, and prioritize personal, public and professional visitors; provide directions.
4. Collect, open and distribute District mail and deliveries.
5. Perform the necessary tasks related to data entry in software for accounts payable including voucher processing and worksheet maintenance.
6. Assist the Executive Assistant in maintaining the District credit card accounts.
7. Assist the Executive Assistant and may perform the necessary tasks related to the preparation, processing, filing, data entry of payroll, including volunteer points and related forms and requirements.
8. Effectively use office equipment to create, develop and/or maintain confidential documents. Must be able to appropriately and competently use software for a variety of assignments and demonstrate proficiency in data entry. Provide confidential and accurate clerical support for administrative staff.
9. Serve as a confidential secretary to designated staff with development, transcription, proofing and distribution of administrative and confidential material in accordance with administrative support practices.
10. Maintain an appropriate inventory of office supplies and equipment for the District.
11. Accurately file confidential documents including but not limited to payroll, personnel and finance.
12. Contribute to the development of special projects including but not limited to document archiving, retrieval and management.
13. Other duties as may be assigned by the Finance Manager-Executive Assistant.

Minimum Qualifications:

1. Must possess two (2) years of experience providing clerical, administrative, or financial support in a high paced environment, or comparable education.
2. Working knowledge of social media posting and simple content development.
3. Must possess well-developed communication skills sufficient to develop and maintain productive working relationships with others.
4. Must be willing to accept directions from full-time personnel and work cooperatively with them in carrying out the Mission of the District.
5. Must possess oral and written skills sufficient to understand technical instructions, and must be capable of independently preparing documents and forms.

SPOKANE COUNTY FIRE DISTRICT 8

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6. Must be proficient in English grammar, spelling, punctuation and other required administrative skills, and must exercise judgment in the application of assigned tasks.
7. Must possess computer skills required to manage area of responsibility.
8. Must demonstrate the ability to work well under pressure and function effectively during periods of extreme stress.
9. Must be capable of efficiently operating District office equipment and assigned computer hardware and software.
10. Must be able to work forty (40) hours per week as scheduled by the Executive Assistant.

Working Conditions:

1. Office Specialist will generally work Monday-Friday, 8-5. Occasionally, will be required to work after normal business hours for meetings, events or during travel and training.
2. Working conditions are typically in an office, meeting environment or as determined by the Executive Assistant.

Employment is Contingent Upon Passing the Following:

1. Panel interview
2. Fire Chief interview
3. Background and reference check