



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: OFFICE COORDINATOR

DEPARTMENT: EMERGENCY MEDICAL SERVICES

If you have any questions about this position vacancy please call: 406-758-5558

NUMBER OF POSITIONS OPEN: 1

FULL TIME REGULAR
(YEAR ROUND POSITION)

PART TIME SEASONAL

TEMPORARY

STARTING WAGE: \$19.03 per hour

SALARY AT:

1 Year Step \$19.79 per hour

2 Year Step \$20.59 per hour

3 Year Step \$21.00 per hour

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.
SEE ATTACHED JOB DESCRIPTION.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:
https://flathead.mt.gov/human_resources/apply/

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title: Office Coordinator	Job Code: 05520
Department: Office of Emergency Services (OES)	Pay Grade: Stnd 22
Reports to: OES Director (Flathead County Sheriff)	FLSA Status: <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

Department Overview: The Flathead County Office of Emergency Services (OES) is the umbrella organization for the Emergency Management, EMS, and Fire Service Area. OES is responsible for the development, implementation, and management of all emergency services activities, coordinating with rural and city fire departments, law enforcement agencies, EMS units, tribal officials, U.S. Forest Service, National Park Service, Montana Department of Natural Resources, Montana Department of Transportation, National Weather Service, and multiple private industry and not-for-profit stakeholders.

Job Summary: This position assists with financial and personnel activities of the department, and performs administrative and technical support duties. This position requires a moderate level of discretion and judgment in speaking for the department and in providing administrative and technical support services.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Processes accounts payable claims to ensure they are submitted to the Finance Department according to county policies; allocates departmental expenses into correct accounts; collects receipts and other applicable documentation, and obtains any required approvals; reviews and enters the claims into the county's accounting software; attends and participates in county finance meetings.
- Assist in fiscal activities including setting up and maintaining all accounts, assembles cost reports and other financial reports as required, and assists with preparing department and individual program budgets.
- Prepares deposits.
- Serves as the department's primary timekeeper, which involves monitoring leave accruals and reviewing payroll timecards to ensure compliance with established policies; processes and approves timecards through payroll software; tracking employee start dates, step increase dates, etc.; submit applicable forms to Human Resources when changes to employee status or pay occurs.
- Maintains and updates personnel records for first responders.
- Inventory and track all small item equipment for all department programs, assists with purchasing.

- Handle conference room scheduling and room preparation.
- Arrange agenda and material for meetings, conferences, and special events; assists with the coordination of courses/trainings offered by OES.
- Take minutes of meetings and prepares transcriptions.
- Composes correspondence and types letters, reports, and memos; assists with public information outreach efforts (informational flyers, newsletters, social media)
- May conduct special projects as assigned.

Non-Essential Functions:

- Perform other duties as assigned including but not limited to attending staff or safety meetings, providing backup for other staff, participating in training, etc.

Physical Demands and Working Conditions:

- The employee is constantly required to use hands to handle objects and to keyboard.
- Frequently required to sit, talk, write, listen and read.
- The employee may infrequently be required to stand, walk, climb, balance, stoop, kneel, crouch or crawl and reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.
- The employee is infrequently required to lift and/or move up to 25 pounds.
- The general working conditions are in an office environment.

Supervision Exercised: The primary function of this job is not in a supervisory capacity.

Knowledge, Skills, and Abilities:

- Knowledge of sound governmental accounting.
- Knowledge of modern office methods and equipment, including filing and indexing procedures.
- Knowledge of contemporary computer usage including word processing, spreadsheets and databases.
- Knowledge of financial management of grants.
- Knowledge of business English, spelling, composition and grammar.
- Knowledge of the duties and responsibilities of each department.
- Knowledge of medical terminology and emergency medical services in Flathead County.
- Skill in the use of various office machines with a high level of proficiency.
- Ability to perform complex clerical work.
- Ability to effectively deal with administrative detail.
- Ability to make mathematical computations.
- Ability to communicate effectively verbally and in writing.
- Ability to respect and maintain confidentiality as it pertains to EMS and HIPAA
- Ability to act with initiative and good judgment and to make sound independent fiscal and administrative decisions.

Education and Experience:

Associate of Applied Science degree in business or related field, and experience in a public agency, government accounting, or similar activity, is desirable; experience in emergency management, wild land fire finance practices, or disaster recovery is highly desirable; or any equivalent combination of education and experience which indicates possession of the knowledge, skills and abilities listed above.

<u>Action</u>	Date	Reference
Adopted	08/11/09	Commissioners' Minutes
Revised	05/06/13	Commissioners' Minutes
Revised	07/01/14	HR Salary Recommendation (Transmittal Signed 5/28/14)
Revised	10/16/14	Commissioners' Minutes
Revised	03/09/21	Commissioners' Minutes