

ADMINISTRATIVE MANAGER

Evaluation Process Packet



Completed application & resume must be returned to:

BORING FIRE DISTRICT #59 ADMINISTRATIVE OFFICE
28655 SE HWY 212, BORING OR, 97009
ATTN: BATTALION CHIEF DAVID PHILLIPS

Or mailed to:

BORING FIRE DISTRICT #59
PO BOX 85, BORING OR, 97009
ATTN: BATTALION CHIEF DAVID PHILLIPS

ON OR BEFORE FRIDAY, DECEMBER 21, 2012 4:00PM

**Pending review of Résumé and Application, successful applicants will be invited to participate in an
ORAL INTERVIEW
TO BE HELD**

Thursday, January 3, 2013

www.boringfire.com

ADMINISTRATIVE MANAGER

Job Announcement

POSITION DESCRIPTION:

Boring Fire District #59 seeks a full-time, "at-will" management level, FLSA exempt, confidential position that will plan, coordinate, and perform District finance and human resource activities in accordance with state and federal authorities and mandates. Provide support to the Fire Chief and the executive team through analytic activities, researching and preparing staff reports, attending meetings, and representing the District with partner agencies and the community-at-large.

Individuals assigned to this position are expected to apply considerable knowledge of special district accounting procedures, including investments, to a wide variety of complex situations. Incumbent must determine and recommend policies and procedures as well as maintain awareness of established ordinances and regulations that must be followed.

POSITION QUALIFICATIONS:

Required:

- 3 years full charge bookkeeping experience
- Experienced in Fund Accounting
- Extensive experience with accounting software
- Extensive knowledge of Windows software
- Excellent time management
- Absolute confidentiality
- Excellent verbal and written skills
- Excellent public speaking skills
- Valid Driver's License and a driving record acceptable to the District's insurance carrier

- Or...any combination of education, training, or experience that provides the knowledge, skills and abilities required for performance of the primary duties.



Desired:

- Bachelor's degree (Business Administration, Accounting, Finance or related discipline)
- Experience in human resource management
- Local government experience
- Familiarity or knowledge of the Fire Service

WAGE & EMPLOYMENT BENEFITS:

The wage range is \$4,624 to \$6,669 per month plus a generous benefits package and employer paid PERS/OPSRP when eligible.

EQUAL EMPLOYMENT OPPORTUNITY

Boring Fire District #59 is an equal employment opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, national origin, mental or physical disability, marital status or military service or any state of Oregon protected classifications. Boring Fire District #59 does not discriminate against any applicant or employee in hiring or in the terms, conditions, and privileges of employment based upon genetic information, pregnancy, childbirth, sexual orientation and gender identity, or related medical conditions. Boring Fire District #59 will make reasonable accommodations for qualified employees with physical or mental disabilities and for employee's religious beliefs that conflict with a workplace rule or function. No application will be rejected as a result of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties.

TO OBTAIN AN APPLICATION

Applicants have TWO options in applying for this opening: (we do not accept faxed résumés)

1. Pick Up An Application: (8am-4pm, M-F) at:
Boring Fire Administrative Office
28655 SE Hwy 212
Boring, OR 97009

2. Download The Documentation:
 Download, fill out the forms. The website for the access to the Application Packet is www.boringfire.com.

APPLICATION SUBMISSION

1. Mail to Attn: BC David Phillips PO Box 85, Boring, OR 97009 or turn in at the Administrative Office (address above) **Attn: BC David Phillips.**

2. All Applications, Supplemental Application, included requested documentation, Résumé, and a completed DMV records request must be received by 4pm Friday, Dec. 21, 2012.

3. The last day and time for mailed applications to be picked up at the post office will be 10 am on Friday, December 21, 2012. Any mail not received by that time will be considered as late.

Submittal of an incomplete application, lacking details, may disqualify the applicant

Tentative Timeline:

Oral Interviews.....January 3, 2013
 Chief’s Interview.....January 7-9, 2013
 Conditional Offer & Background Check/Psychological EvaluationJanuary 11-17, 2013
 Tentative Start Date.February 4, 2013



APPLICATION FOR EMPLOYMENT
Administrative Manager
 2012



Answer each question fully and accurately. If you need additional space, continue your answer(s) on a separate sheet of paper. No action can be taken on this application until all questions have been answered. **PLEASE PRINT LEGIBLY OR TYPE**

Date:
POSITION OR TYPE OF EMPLOYMENT DESIRED:
1) Administrative Manager

RECEIPT OF APPLICATION (BORING ONLY)
Date:
Time:
Person accepting:

PERSONAL INFORMATION

NAME:	Last	First	Middle		
ADDRESS:	Street	Apt#	City	State	Zip
Home #:	Work #:	Cell or alternate #:			
Email address:					
May we contact you through email for all correspondence regarding this position? <input type="checkbox"/> Yes <input type="checkbox"/> No					

DRIVING POSITIONS

Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please attach a copy of both sides)

Your **SOCIAL SECURITY NUMBER** is not necessary at this time, but if selected as the top candidate, it will be required for a complete background check before beginning employment.

As a condition of employment, you will be required to produce original documents establishing your identity and authorization to work and if necessary, to complete the U.S. Immigration and Naturalization Service Form I-9.

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Applicants with disabilities, who will require a reasonable accommodation in order to take any employment test, **must advise the District in advance and submit documentation of the need for the accommodation with the request.**

EMPLOYMENT HISTORY

List names of employers, in consecutive order, with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and business references. If you worked in any of the positions under another name, please give name(s). **Please give month and year and attach additional sheet(s) if more space is needed.**

1. Employer:

Address:

Phone:

Supervisor:

Title:

Job title:

From:

To:

Beginning salary:

Ending salary:

May we contact this employer? Yes No

Description of duties:

Reasons for leaving:

2. Employer:

Address:

Phone:

Supervisor:

Title:

Job title:

From:

To:

Beginning salary:

Ending salary:

May we contact this employer? Yes No

Description of duties:

Reasons for leaving:

EMPLOYMENT HISTORY – (CONTINUED)

3. Employer:		
Address:		Phone:
Supervisor:		Title:
Job title:	From:	To:
Beginning salary:	Ending salary:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> no
Description of duties:		
Reasons for leaving:		

4. Employer:		
Address:		Phone:
Supervisor:		Title:
Job title:	From:	To:
Beginning salary:	Ending salary:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of duties:		
Reasons for leaving:		

CRIMINAL CONVICTIONS

Conviction Of A Crime Is Not An Automatic Bar To Employment. Factors Such As The Nature And Gravity Of The Crime, The Length Of Time Since The Conviction And / Or Completion Of Any Sentence, And The Nature Of The Job For Which You Have Applied Will Be Considered. Do Not List Any Arrest Or Any Detention That Did Not Result In Conviction; A Conviction That Has Been Judicially Expunged, Sealed Or Eradicated; Or Any Misdemeanor Conviction For Which Probation Has Been Completed And The Case Judicially Dismissed.
Have You Ever Been Convicted Of A Felony? <input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, Please Explain:

EDUCATION / EXPERIENCE

Check last grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

College: 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18 <input type="checkbox"/> 19 <input type="checkbox"/> 20 <input type="checkbox"/>	Other (number of years):
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Do you have a high school diploma or equivalency? <input type="checkbox"/> Yes <input type="checkbox"/> No	School:
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Please list below any education, training and / or specialized experience such as schools, colleges, degrees, licenses, certifications, vocational, technical, or military experience, etc... you feel would help you perform the work for which you are applying and attach copies of degrees obtained or any unofficial transcripts. (NOTE: official transcripts will be required as part of the pre-employment process. The candidate who obtains a conditional job offer will be instructed on where to have official transcripts sent)

DEGREES, LICENSES, CERTIFICATIONS, RELEVANT EDUCATION, OR TRAINING	EXPIRATION DATE	WHERE DID YOU ACQUIRE IT? (NAME & ADDRESS OF SCHOOL, PROGRAM, MILITARY BRANCH AND SPECIALTY, ETC...)

Professional memberships:

Please list awards, commendations, related to community, volunteer and work experiences:

PROFICIENCY RATING				
	None	BEGINNER	INTERMEDIATE	EXPERT
MICROSOFT WORD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MICROSOFT ACCESS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MICROSOFT POWERPOINT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MICROSOFT EXCEL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MICROSOFT PUBLISHER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

List other web publishing software:

List related software or programs:

REFERENCES

List the names of five persons, other than relatives or former employers, having knowledge of your character, experience, or skills.

NAME	ADDRESS	PHONE	OCCUPATION
1.			
2.			
3.			
4.			
5.			

SUPPLEMENTAL QUESTIONNAIRE

INSTRUCTIONS: This questionnaire is an effort to assist you and Boring Fire District #59 in determining whether or not you meet the qualifications for this position and assist in the screening process. The questionnaire is a mandatory part of the examination process. Your responses will be used in determining whether or not you proceed further in the examination process, so all related experience must be listed below to be considered. Include all information requested. Attach additional sheet(s) in the same format listed if necessary to include all of your related experience. A “see résumé” response in lieu of answering any question below **WILL NOT** be rated.

1. Please describe your knowledge and experience with special district accounting procedures, including investments, to a wide variety of complex situations.

2. Please describe your experience in supervising and/or managing staff, including planning, assigning, coordinating and evaluating subordinates. Include the number of subordinates you supervised and their general function (clerical, technical, professional).

3. Please describe your experience including your role in working with the union (s), and whether or not you were involved in labor negotiations and/or labor-management relations.

4. Please describe your experience in the development and management of financial budgeting, planning and required reporting.

5. Describe your experience in investigating complaints of misconduct and violations of laws, rules, policies and procedures, providing consultations services for supervisors and managers on discipline issues and organizational issues.

6. Describe your experience conducting in-house training for managers, supervisors and non-supervisory staff.

7. Describe your experience determining and recommending policies and procedures and knowledge of established ordinances and regulations that must be followed.

REFERRED BY

<input type="checkbox"/> Newspaper	<input type="checkbox"/> Boring Fire Website	<input type="checkbox"/> On My Own	<input type="checkbox"/> School	<input type="checkbox"/> Agency	<input type="checkbox"/> Other
<input type="checkbox"/> Current Employee (Name):					

I certify that the answers given by me to the foregoing questions and during any interviews are true and correct without consequential omissions, and understand that, if employed, omissions and/or false statements on this application or during any interviews may result in dismissal. I understand and acknowledge that, if hired, my employment is for no definite period and either the Employer or I may terminate our relationship at will at any time, without notice or any reason, and that this employment application does not constitute an employment contract. I have had an opportunity to have my questions about this statement's content and intent answered and understand its terms.

Signature

Date



Pre-Employment Inquiry Authorization Release

- I. I understand that an investigative report may be generated on me that may include information as to my character, general reputation, personal characteristics, or mode of living; work habits, performance or experience, along with reasons for termination of past employment/professional license or credentials; financial/credit history; or criminal/civil/driving record history. I understand that **Boring Fire District #59** or its authorized agents may be requesting information from public and private sources about any of the information noted earlier in this paragraph in connection with **Boring Fire District #59's** consideration of me for employment, promotion or position re-assignment or contract now, or at any time during my tenure with **Boring Fire District #59** and give my full consent for this information to be obtained.
- II. I acknowledge that a telephonic facsimile (FAX) or photographic copy of this release shall be as valid as the original. This release is valid for most federal, state and county agencies.
- III. I understand that if I am a resident of **Minnesota or Oklahoma (only)** I may obtain a copy of the report ordered, and now indicate my desire to do so by checking this box .
- IV. I hereby authorize, without reservation, any financial institution, law enforcement agency, information service bureau, school, employer or insurance company contacted by **Boring Fire District #59** or our authorized agents, to furnish the information described in Section I.

APPLICANT – PLEASE COMPLETE THE FOLLOWING:

Signature Today's Date

Print Name: (First) (Middle) (Last) (Maiden)

Other Names Used _____

Current Address Since: (Mo/Yr) (Street) (City) (State/Zip)

Current Address Since: (Mo/Yr) (Street) (City) (State/Zip)

Current Address Since: (Mo/Yr) (Street) (City) (State/Zip)

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes.

Date of Birth Social Security Number

Driver's License Number and State Name as it appears on License

Have you ever been convicted of a crime? ___ No ___ Yes If yes, please provide city and state of conviction and details of conviction.

FAIR CREDIT REPORTING ACT NOTICE:
 In accordance with the Fair Credit Reporting Act (FCRA, Public Law 91-508, Title VI), this information may only be used to verify a statement(s) made by an individual in connection with legitimate business needs. The depth of information available varies from state to state. Status of updates are available on request. Although every effort has been made to assure accuracy, DirectScreening.com cannot act as guarantor of information accuracy or completeness. Final verification of an individual's identity and proper use of report contents are the user's responsibility. Our authorized agent, DirectScreening.com, has a policy that requires purchasers of these reports to have signed a Service Agreement. This assures DirectScreening.com that users are familiar with and will abide by their obligations, as stated in the FCRA, to the individuals named in these reports. If information contained in this report is responsible for the suspension or termination of an employee or the application process, have the Candidate/employee contact DirectScreening.com at 190 Haverhill Street, Methuen, MA 01844.

NOTICE TO CALIFORNIA CANDIDATES
 You have a right to obtain a copy of any consumer report or investigative consumer report obtained by Boring Fire District #59 by checking the box provided below. The report will be provided to you within (3) business days after we receive the requested reports related to the matter investigated.

I request to receive a free copy of this report by checking this box.

Under section 1786.22 of the California Civil Code, you may view the file maintained on you by DirectScreening.com during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services, by appearing at DirectScreening.com in person or by mail. You may also receive a summary of the file by telephone. The agency is required to have personnel available to explain your file to you and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification.

AUTHORIZATION AND RELEASE

In consideration of their cooperation in furnishing information to the district, I hereby fully release from all liability any person or entity which furnishes such data or information to the districts.

I further authorize any physician and/or hospital to release to the district any and all medical information and records for review as necessary to determine my ability to perform the duties of the position described herein above.

I HAVE READ AND FULLY UNDERSTAND EACH AND EVERY PROVISION OF THIS AUTHORIZATION AND RELEASE.

SIGNATURE

DATE