

SIUSLAW VALLEY FIRE AND RESCUE

Application
for

Finance/Human Resources Manager

The District makes decisions regarding employee applications without regard to race, color, gender, national origin, religion, marital status, age, prior industrial injury, mental or physical handicaps or any other protected classification unrelated to job performance.

Please fill out carefully using a ballpoint pen. If you need additional space you may attach extra sheets.

NAME: _____
First Middle Last

PHYSICAL ADDRESS: _____
Number and Street City State Zip

MAILING ADDRESS: _____
Number and Street or P.O. Box City State Zip

TELEPHONE: _____
Residence Work Cell

E-MAIL ADDRESS: _____

SOCIAL SECURITY NO.: _____

EDUCATION: Circle the last grade completed: 9 10 11 12 13 14 15 16

SPECIAL TRAINING: List any special training or certifications you hold that might be related to the position (you may attach extra sheets):

EMPLOYMENT EXPERIENCE: List any employment experience that might be related to the position (you may attach extra sheets):

CURRENT EMPLOYER: Company Name: _____

Job Title: _____ Supervisor: _____ Phone Number: _____

Do you have any mental or physical conditions that would substantially hinder or prevent the performance of the essential duties of this position? If yes, please explain in detail and indicate what accommodations, if any, would permit you to perform the duties in question.

Have you ever been convicted of a felony? _____ Yes _____ No If yes, please give a short explanation outlining the circumstances of your conviction. Please indicate date, nature and place of offense and final outcome. Convictions can disqualify candidates: _____

In submitting this application, I authorize investigation of all statements contained in it, and it is understood and agreed that any misrepresentation by me in this application or in any accompanying materials may result in the cancellation of the application and/or termination from employment.

In consideration of employment, I agree to conform to the rules and regulations of the District.

I certify that I have read all of this application and that the information I have provided above is true and correct.

Signature: _____ Date _____

SIUSLAW VALLEY FIRE AND RESCUE

IMPORTANT

Please read carefully and initial each paragraph before signing.

By my signature and initials placed below. I promise that the information provided in this application (and accompanying resume, if any) is true and complete. I understand that any false information or significant omissions may disqualify me from further consideration for employment or volunteer status, and may be justification for dismissal from the Fire District, if discovered at a later date. I agree to immediately notify the District if I should be convicted of a felony, or any crime involving dishonesty or a breach of trust.

_____Initials

I authorize the investigation of all statements contained in this application (and accompanying resume, if any). I also authorize the District to contact my present employer (unless otherwise noted in this application form), past employers, and listed references. I understand that the District may request an investigative consumer report from a consumer reporting agency that includes information as to my character. I understand that the investigative consumer report may involve personal interviews with my neighbors, friends, relatives, former employers, schools, and others. I also understand that, under the Federal Fair Credit Reporting Act, I have the right to make a written request to the District, within a reasonable time, for the disclosure of the name and address of the consumer reporting agency so that I am obtaining a complete disclosure of the nature and scope of the investigation.

_____Initials

I authorize any person, school, a current employer (except as previously noted), past employer(s), and organizations named in the application form (and accompanying resume, if any) to provide the District with relevant information and opinion that may be useful to the District in making a decision on this application, and release such persons and organizations from any legal liability in making such statements.

_____Initials

I understand that if my employment or volunteer status is terminated by the District for dishonesty, breach of trust, or any criminal acts the authorities may be notified and I may be criminally prosecuted.

_____Initials

I understand that this application does not, by itself, create a contract of employment, and that MY EMPLOYMENT FOR THE FIRE DISTRICT IS FOR NO DEFINITE PERIOD OF TIME, and may, unless otherwise prohibited, BE TERMINATED AT ANY TIME. I understand that NO PERSON IS AUTHORIZED TO CHANGE ANY OF THE TERMS MENTIONED IN THE APPLICATION FORM.

_____Initials

RELEASE AND WAIVER

To Whom It May Concern:

I request and authorize you to disclose to SIUSLAW VALLEY FIRE AND RESCUE any documents or information that it may request. I have authorized SIUSLAW VALLEY FIRE AND RESCUE to inquire concerning my background in connection with an application to be employed by the District. I agree to hold you and your agents and employees harmless from all liability which could relate in any way to the disclosure of private information or any assessment or opinion of my suitability for employment which may be provided.

SIGNED _____

DATE _____



SIUSLAW VALLEY FIRE AND RESCUE

Finance/Human Resources Manager

\$47,790.00-\$53,999.00

This is a management level, FLSA exempt, confidential position that will plan, coordinate and perform District finance and human resources activities in accordance with state and federal authorities and mandates, supports the Fire Chief and the executive team through analytical activities, researching and preparing staff reports, attending meetings and representing the District with partner agencies and the community-at-large. The individual assigned to this position is expected to apply considerable knowledge of special district accounting procedures, determine and recommend policies and procedures, as well as maintain awareness of established rules and regulations that must be followed.

Job Location and Equipment used: Work is performed in an office environment with travel required to other District locations and occasional out-of-District meetings and conferences. Equipment utilized includes standard office equipment including personal computer with spreadsheet, word processing, and database and network software. Attendance at evening meetings is required.

Essential Job Functions: As a part of the executive team, assists in planning, organizing, and carrying out administrative and executive functions relative to efficient operation of fire protection and other emergency and related services. Works directly with the Fire Chief to coordinate and maintain information for the monthly Board meetings and all related activities. Individual will become the Administrative Assistant to the Board of Directors, and will assist the Fire Chief in preparation of the monthly Board Agendas and required reports. Performs a variety of finance and human resource duties requiring an ability to analyze and problem solve with a thorough knowledge of federal and state budgeting requirements and fire district practices and policies. Requires complete understanding and compliance with District policies and procedures.

Experience Required:

- Bookkeeping and Fund Accounting experience
- Extensive experience with accounting software
- Extensive knowledge of Windows based software
- Excellent time management
- Absolute confidentiality
- Excellent verbal and written skills
- Valid driver's license and a driving record acceptable to 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:

- Associates Degree (Business Administration, Accounting, Finance or related discipline) or equivalent in work experience and education.
- Experience in human resources management
- Local government experience
- Familiarity or knowledge of the Fire Service and/or Emergency Services