



1590 E. Seltice Way ~ Post Falls, ID 83854

[www.kootenaifire.com](http://www.kootenaifire.com)

208-777-8500

**Position:**

## **Director of Administration**

**Starting \$73,750 - \$89,643 DOE + *Excellent Benefits Package***

**FIRST REVIEW APPLICATION CLOSING DATE: 1/28/2021 at 12:00 PM, PST**

This position is open until filled

Kootenai County Fire & Rescue (KCFR) is located within Kootenai County in northern Idaho and serves the cities of Post Falls, Dalton Gardens, Huetter, State Line Village, Fernan Village, and much of the unincorporated areas of Kootenai County. Under the direction of a Board of Fire Commissioners (BOFC), KCFR has 83 career personnel who are dedicated to the citizens and visitors of our District. Our professional support staff and emergency services personnel who serve with KCFR are dedicated to the protection of life and property. Working together as a team, we provide quality service and believe strongly in professionalism, collaboration, and accountability. KCFR has an annual fiscal year 2020-2021 budget of \$12,763,764. The District has been well managed financially and is in excellent financial condition with no debt, excellent reserves, and newer apparatus.

### **ABOUT THE POSITION**

**PRIMARY PURPOSE:** The Director of Administration, under the direction of the Deputy Chief of Support Services, performs a wide range of difficult to complex administrative activities related to finances, accounting, systemic data, human resources and other business areas. The position requires considerable independent judgment that influences budget and financial decisions, advises and assists Chief Officers and supports the mission and vision of the Fire District.

**PRIMARY ELEMENTS:** This position is responsible for planning, directing, and coordinating the administrative functions of the District. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Oversee and manage administration personnel of the District in the potential (but not limited to) areas of finance, planning and budgeting, Human Resource, administration, and information technology to assure support functions are carried out according to federal, state, and local laws, rules, and regulations.
- Serves as the District's Corporate Compliance Officer.
- Maintain knowledge of industry and employment legislation and ensuring District compliance with federal and state regulations pertaining to all personnel matters.
- Establish and review new and existing policies, procedures, and standards as needed for administrative impact; ensure compliance with District policies and procedures in Administrative Division.
- Ensure development, implementation and management of District's budget including internal financial performance, revenue forecasts, capital replacement plan, contracts and other trends.
- Create detailed financial reports for District Officers and Commissioners.
- Provide various analysis on District call volume including forecasts and trends that impact District resources.
- Maintain strict understanding & oversight of all financial transactions in accordance with current Generally Accepted Accounting Principles (GAAP).

- Possess knowledge and provide support to Senior Leadership and the Board of Fire Commissioners in areas of contract/labor negotiations, grievance procedures, and Union rights and responsibilities.
- Ensure compliance with federal, state, local and any other financial, tax reporting and regulatory requirements.
- Provide support to and be a part of the process for the District's IT equipment and software provider.
- Evaluate and maintain adequate Emergency Service Insurance (Risk Management) coverage to meet the changing needs of the District. Ensure that policies are timely renewed or replaced, claims are filed and resolved and manage relationships with insurance carriers and agents.
- Ensures security and integrity of accounting system records and documents.
- Ensures all external document submissions, payments and filings are accurate and timely.
- Supervise and evaluate assigned Administrative staff.
- Works directly with and support Officers and Managers in carrying out their responsibilities on personnel matters.
- Consults with District legal counsel as appropriate, and as directed by the senior Chief Officers.
- Oversee the annual external audit process.
- Act as the District's Liaison/Representative with partner agencies when needed.

### **MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:** Any combination of education and related experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

- Bachelor's Degree in Finance, Accounting, Business Management or a closely related field
- Minimum of 5 years in a closely related field and/or 7 years of advanced professional administration with 5 years in a Supervisory/Management role
- Public agency budget preparation and administration
- Management of financial service principles and practices
- Public administration theory
- Human Resource knowledge and experience
- Demonstrated knowledge and experience in applicable federal, state and local laws, rules and regulations
- Generally Accepted Accounting Principles (GAAP)
- Experience in or knowledge of emergency services is helpful

### **LICENSE/CERTIFICATE AND ADDITIONAL REQUIREMENTS:**

- Pass a comprehensive credit and background investigation
- Pass a pre-employment drug test as well as random and post-accident drug and alcohol testing
- Complete within 6 months of hire date the following Courses: FEMA IS-100.B, FEMA IS-200.B, FEMA IS-700.A

### **CHARACTERISTICS:**

- Ability to follow verbal and written instructions
- Ability to effectively communicate verbally and in writing
- Accountable and ethical conduct
- Business acumen
- Social awareness and intelligence
- Critical and strategic thinking
- Relationship management
- Stress management/composure
- Teamwork orientation
- Diversity and inclusion
- Health and wellness

**WORK ENVIRONMENT & PHYSICAL DEMANDS:** *Items described here are representative of those that must be met by an employee to successfully perform the primary elements (essential functions) of this job.* While performing the duties of this job, the employee regularly works inside an office environment. The noise level is normally low to moderate, but will be elevated occasionally from radios, pagers, and telephones. While performing the duties of this job, the employee is continuously required to see, sit, talk, walk, hear, stand, lift, use of hands to operate keyboards, adding machines, telephones, tools, devices, or controls; reach with hands and arms. This position requires sustained sitting with forward flexion of lower back. The employee frequently reaches for and lifts objects averaging 10 or fewer pounds and may carry for a short distance; requires occasional lifting over 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The required work is repetitive in nature (i.e. heavy data entry and phone usage).

### **COMPENSATION AND BENEFITS**

**COMPENSATION:** The compensation range for this position is currently between \$73,750 and \$89,643 depending on experience/qualifications. KCFR reserves the right to set the specific salary at the level approved by the BOFC.

**HEALTH INSURANCE AND HEALTH REIMBURSEMENT ACCOUNT:** An employer paid health care benefit package is currently provided including medical, dental, vision, and life insurance. A Health Reimbursement Account (HRA) currently funded at \$2,000/yr. for a family or \$1,000/yr. for an individual (prorated for mid-year hires).

**OTHER BENEFITS:** This position is automatically covered by the Public Employee Retirement System Idaho (PERSI) rule of 90. Additional retirement supplements include the self-funded PERSI 401(k) Choice plan and a 457 Plan. This position is eligible for Social Security.

**WORK SCHEDULE and LEAVES:** This position is an FLSA exempt position that generally works a minimum of 40 hours per week. The position currently accrues 18 hours of sick leave per month for a maximum of 1,560 hours and accrues 5 to 20 hours per month of vacation, depending on length of service, for a maximum of two years' worth of vacation accrual at one time. There are currently 9 paid holidays and 1 paid personal day per year.

**PAY SCHEDULE:** All KCFR employees are paid twice per month for a total of 24 pay periods per year.

### **APPLICATION PROCESS**

If you are interested in pursuing this exciting career opportunity, please submit the following required items as your application packet:

- 1) KCFR Employment Application (not required for internal candidates)
- 2) Cover letter that explains your interest in this position and summarizes experiences and education
- 3) Curriculum Vitae or Resume

**Application Packets must be received by 12:00 PM (PST) on 1/28/2021**

KOOTENAI COUNTY FIRE & RESCUE

1590 E. Seltice Way

Post Falls, ID 83854

Attn: Jayme Nipp

Email: jaymen@kootenaifire.com

**This position is open until filled; however, the first review of applications is scheduled for January 28, 2021.** Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. Eligible internal candidates will be given first consideration.

**APPLICATION PACKAGE REVIEW:** This initial review will determine if the documentation you submit validates that you have the minimum qualifications required of the position. Be certain to fully document your knowledge, skills, and experience that qualify you for the position.

**ZOOM INTERVIEWS:** This phase of the process will be an initial interview via Zoom. This phase is designed to aid in the determination of a candidate's job specific abilities, communication skills, and motivation for the position. This panel will recommend the final candidates for a Chief's interview.

**CHIEF INTERVIEWS:** Successful candidates will have a final interview with our Deputy Chiefs and Fire Chief.

**BACKGROUND INVESTIGATION:** A thorough background and character investigation will be conducted for the specific purpose of obtaining pertinent data for KCFR to consider in determining suitability for employment. Eligible candidates will be requested to authorize a release of personal information, including but not limited to: educational, financial/credit agencies and institutions, employment history, legal complaints, arrests or convictions, and motor vehicle history. KCFR reserves the right to reject any eligible candidate who, on the basis of background and character investigation does not appear to be the most suitable qualified candidate for the position.

*All offers of employment are contingent upon the successful completion of a background check to include a criminal record check and credit check, and successfully pass a drug screening, all at KCFR expense.*

If special accommodations are necessary at any stage of the selection process, please contact Jayme Nipp at [jaymen@kootenaifire.com](mailto:jaymen@kootenaifire.com) immediately.

**KCFR IS AN EQUAL OPPORTUNITY EMPLOYER WHO SUPPORTS WORKFORCE DIVERSITY –  
The District complies with the Americans with Disabilities Act (ADA).**



# Kootenai County Fire & Rescue

1590 E. Seltice Way Post Falls, ID 83854

## Application for Employment

### POSITION/TESTING INFORMATION

Application Date: \_\_\_\_\_ Position/Test Applied For: \_\_\_\_\_

### APPLICANT INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Present Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Secondary Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ (A valid Email address is required for all applications)

### PERSONAL HISTORY

Are you at least 18 years old?  Yes  No (You must be at least 18 years of age to apply)

Have you ever applied with KCFR?  Yes  No What Position? \_\_\_\_\_

Are you a US Citizen?  Yes  No

If you are not a US Citizen, are you allowed to work in the US without restriction?  Yes  No

Have you served in the US Armed Forces?  Yes  No

Branch: \_\_\_\_\_ Dates of Service: \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No (If yes, please explain below.)

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If you are offered a position with KCFR, would you be willing to submit to any job related medical exams and/or drug tests that may be required of the position to which you have applied?  Yes  No

In your opinion, are you able to perform the essential functions of the position to which you have applied with or without reasonable accommodations?  Yes  No

## EDUCATION INFORMATION

### **HIGH SCHOOL/GED**

Did you graduate from High School? [ ] Yes [ ] No

School Attended: \_\_\_\_\_

OR

Did you receive a GED? [ ] Yes [ ] No

Agency that issued your GED: \_\_\_\_\_

### **COLLEGE**

Have you attended a college or university? [ ] Yes [ ] No

School Attended: \_\_\_\_\_

Location of School: \_\_\_\_\_

Number of credits received: \_\_\_\_\_

Degree Received: [ ] Associates [ ] Bachelors [ ] Masters

Area of study: \_\_\_\_\_

[ ] PhD [ ] Certificate [ ] None

### **ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES**

Please list any additional knowledge, skills or abilities that you believe would help you be successful in the position for which you are applying:

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

## REFERENCES

Provide information below for three professional contacts not related to you whom you have known for at least one year.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

## WORK HISTORY

### PRESENT EMPLOYER

Employer: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Supervisor Name and Title: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Hours worked per week: \_\_\_\_\_  
Duties Performed: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ May we contact this employer:  Yes  No

### PAST THREE EMPLOYERS

Employer: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Supervisor Name and Title: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Hours worked per week: \_\_\_\_\_  
Duties Performed: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ May we contact this employer:  Yes  No

Employer: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Supervisor Name and Title: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Hours worked per week: \_\_\_\_\_  
Duties Performed: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ May we contact this employer:  Yes  No

Employer: \_\_\_\_\_ Position: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Supervisor Name and Title: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Hours worked per week: \_\_\_\_\_  
Duties Performed: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ May we contact this employer:  Yes  No