



Washington

EXECUTIVE ASSISTANT

\$68,140 - \$85,176

Plus Excellent Benefits

Apply by

March 19, 2023

(First Review, Open Until Filled)

PROTHMAN



THE COMMUNITY



Nestled in the foothills of Mount Rainier, Graham is a recreational gateway located in Pierce County, Washington. Being only minutes away, Graham offers residents and visitors fabulous views of Mount Rainier and is just an hour drive from Seattle, 15 minutes from Tacoma, and provides residents with the amenities of city living in the backdrop of a picturesque rural community. Historically, Graham has been characterized as rural and agricultural in nature, and many farms, both hobby and commercial, still operate in the region today. Situated between the outskirts of Tacoma and Puyallup, Graham has a suburban northern end and a rural southern end. In the past several decades, Graham has experienced a significant amount of growth with an increasing number of homes and commercial properties being built every year.

Residents and visitors have access to an abundance of outdoor activities including hiking and biking at the nearby and beautiful Mount Rainier National Park, and boating or fishing at one of the regions many surrounding lakes. Additionally, Frontier Park, which is centrally located in Graham, spans a total of 71 acres and has large green spaces for picnicking, relaxing or flying kites, equestrian facilities including a horse mounting ramp, a recently remodeled 5,800 square foot playground perfect for kids, turf play areas, walking trails, and a quarter mile race track. Frontier Park is also the location for one of the biggest annual events in Graham, the Pierce County Fair. The Fair takes place each August and brings live music, horse and cattle shows, and delicious carnival-style food to the area. The Park also hosts other local events throughout the year including music performances and cultural festivals.



THE DISTRICT

Founded in 1962, Pierce County Fire District #21 (Graham Fire & Rescue) is a combination department governed by a five-member board of elected Fire Commissioners. Graham Fire & Rescue operates out of five staffed fire stations and one volunteer station with a daily minimum staffing level of 24 responders. The District serves nearly 71,100 residents over 70 square miles of southern unincorporated Pierce County. The District is also the single first response and transport agency for all 9-1-1 medical aid requests in the area, as there are no commercial ambulance providers in the District. Graham Fire & Rescue operate four ALS Medic Units staffed by firefighter EMTs and firefighter paramedics.



THE POSITION

Reporting to the Fire Chief, the Executive Assistant is responsible for performing a wide variety of complex and confidential department wide executive support duties. The Executive Assistant coordinates and manages executive workload and processes at the request of the Fire Chief. This position oversees the day-to-day operations of the Fire Chiefs office relieving the Fire Chief of routine to complex executive matters. The work required in this position is characterized by difficult, complex, and confidential executive assistance duties.

For a full job description, please view the attachment found [here](#).

IDEAL CANDIDATE

Education and Experience:

Candidates must have a High School diploma (or equivalent) supplemented by two (2) years of college level course work, or training in public or business administration, office management, administrative assistance/secretarial training, or a related field. The ideal candidate will also have four (4) years of increasingly responsible executive support experience including at least two (2) years of experience performing executive support for an administrator/director.

An equivalent combination of education and experience that would provide the required knowledge, skills and abilities would also be considered.

Necessary Knowledge, Skills, and Abilities:

- Provide highly-technical: written report preparation, presentation preparation and effective oral communication.
- Establish and maintain cooperative and effective working relationships with coworkers, managers, supervisors, employees, and the public.
- Read, interpret, apply, and explain documents such as District policy and procedures manual, or applicable rules, codes, laws, or regulations. Analyze situations accurately and adopt an effective course of action.
- Plan and organize work to meet schedules and tight timelines.
- Effective use of interpersonal skills using tact, patience, and courtesy.
- Ability to perform difficult and complex executive duties with speed, accuracy, and timeliness.

COMPENSATION & BENEFITS

- **\$68,140 - \$85,176 DOQ**
- Full Medical/Dental/Vision/Rx premiums paid by District for self and eligible dependents (spouse, children)
- Up to \$375 contribution into an HRA VEBA per month
- \$550 contribution to Deferred Compensation 457b per month
- DRS PERS pension eligible position
- 3 weeks' vacation per year
- 96 hours sick leave per year
- Holiday pay - 117 hours per year
- Education reimbursement
- Wellness incentive
- Education premium up to 6% max

For more information on
Graham Fire & Rescue, please visit:

www.grahamfire.org



Graham Fire & Rescue is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 19, 2023** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "Open Recruitments", select "Graham Fire & Rescue, WA – Executive Assistant" and click "Apply Now", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.

PROTHMAN

www.prothman.com

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