The following list of duties and tasks is reflective of most of the division’s functions. Not all are primary tasks of the Director; however, all tasks are under the supervision of the Director and, therefore, require knowledge, skills and abilities in all these areas. Tasks are not listed in any particular order (not prioritized).

**Board Meetings**

- Prepare Agendas
- Prepare Board Packets
- Record/Prepare Minutes
- Prepare/Disburse Special Meeting Notices
- Maintain Permanent Records of BOC Meeting Minutes
- Prepare/Disburse Public Hearing Notices
- Prepare/Finalize Budget (Revenue/Expense) Public Hearing Notification
- Budget Submittal to the County Assessor’s Office
- Bid Requests/Openings
- Surplus Equipment
- Executive Session compliance monitor
- Filing of Resolution/Minutes
- Disbursement of A/P, Payroll to County Agencies
- Prepare post meeting task list for staff and BOC
- Annual Special Purpose District Statement to Kitsap County
- Annual reporting to County for Auditing/Payroll Authorization

**District Secretary**

- Maintain Oath of Office
- Bonded
- Recording Secretary

**Policies/Procedures/SOG’s**

- Draft language
- Maintain Master Policy Manual
- Maintain Master Procedure/SOG Manuals
- Distribution center for New & Revisions

**Resolutions**

- Draft language
- Maintain Master Resolutions Binders
- Finalize Budget Resolutions

**District Records**

- Preservation in Accordance with the WA St Records retention laws:
  - AP/AR
  - Payroll
  - Contracts
  - Minutes

**Personnel Record Retention**

- Managed in accordance with the WA State Records Management & Retention Guidelines
  - Open Public Records/Records Custodian
  - Privacy/HIPAA
  - Employee & Employer Rights
  - Secured Files
  - Personnel health records

**HIPAA**

- HIPAA Privacy Officer
- HIPAA Medical Requests
- HIPAA Complaint Officer

**Process Employment Records: Career**

- Application
- Initiate Background Check
- Initiate Medical Physical Exam
- Medical & Dental Enrollment
- Retirement Enrollment
- Retirement Beneficiary
Administrative Services Duties and Tasks

I-9
W-4
Valid WA State Driver’s License
Valid Medical License/Certification
Other Benefit Administration
DHS

Process Employment Records: Volunteer

- Application
- Initiate Background Check
- Initiate Medical Physical Exam
- Board for Volunteer FF Disability Ins. Enrollment
- Board for Volunteer FF Pension Enrollment
- I-9
- W-4
- Valid WA State Driver’s License
- Valid Medical License/Certification
- Shift Assignment List

Volunteer Services Coordinator

- Member Local Board for Volunteer Fire Fighters - District Secretary
- Liaison for the District Secretary to the Local Board for VFF
- Record Minutes of the Local Board for Volunteer FF meetings
- prepare Annual enrollment form
- process Retirement documents

Process Employment Records: Commissioners

- Administer Oath of Office
- Submit proper payroll documents
- Oversee Orientation

HR Duties

- Benefit Administration
- Human Resource administrative functions as needed including HR investigations

Travel Coordinator for Education/Training/Conferences for BOC

- Secure Lodging
- Coordinate & Secure Mode of Travel
- Process Travel Expense Reimbursements
- Handle Registrations

Payroll

- Payroll preparation roster reporting and calculations
- Monthly Input Payroll into KC AS400 system
- Volunteer Payroll
- IRS payroll reporting 941
- LEOFF II reporting
- PERS reporting
- Employment Security reporting
- Issue W-2’s
- Dept. of L & I
- Benefits
- FMLA/PFML
- Payroll checks
- Payroll checks - envelope stuffing
- Distribution of checks or direct deposit slips securing signatures

Payroll Auditor

- Calculate: Sick Leave; Vacation; Comp Time
- Payroll checks - envelope stuffing
- Distribution of checks or direct deposit slips securing signatures

Process, Manage and File Personnel Insurance Claims

- L & I
- Board for Volunteer FF
- Accident & Sickness

Cash Accounts Fiscal Manager & Primary/Alternate Signer

- Petty Cash
- District Credit Cards
- Master Receipt Books
# Administrative Services Duties and Tasks

## Cash Accounts Auditor & Alternate Signer
- Delete and add "Alternate" to above section?
  - Petty Cash
  - District Credit Cards
  - Master Receipts Tracking

## Supervisor/Trainer
- Full-time Administrative personnel (2)
- Part-time and/or Temporary Administrative personnel
- Conduct necessary annual performance evaluation(s)

## Purchasing Agent
- Computer Equipment and Software

## Grant Manager
- Obtain appropriate Board and/or Chief's approval to process needed grants
- Coordinate & compile all necessary statistical, technical, financial data
- Grant Reporting and compliance - Program reporting as required by Grant

## Specialized Reports
- CENCOM - NKFR
- Report Check off List - NKFR
- Financial Report to BOC
- GL and Exp/Rev report to Staff
- CPI reporting

## Notary
- Notary Public

## WA State Mobilization Incident
- Preparation, Auditing, Submitting, Receipting/Tracking

## Secretarial/Clerical Services
- Receptionist
- Outgoing correspondence/mail
- Open & disburse mail
- Phone handling
- Burn permit issue and Log maintenance
- Schedule meeting room for crews
- Blood Pressure checks
- Issue address signs and numbers to public
- Facilitate car seat checks
- Facilitate helmet and life jacket fittings
- Maintain office supply inventory
- Can this be deleted? Under A/C Support Services?
- Supply and assist on office machines (copier and postage)
- Knox Box application processing
- Reception and Triage Room cleaning
- Errands as needed - Shipping, purchasing etc.
- Complaint Log - documenting complaints logged by public
- Meet/greet public
- Administrative Support to other Chief Officers

## Labor Contracts
- IAFF Local 2819 - NKFR fire fighters
- IAFF Local 2819 - NKFR fleet maintenance/facilities manager
- Administer labor’s contractual benefits:
  - wages
  - holidays
  - vacation
  - sick leave
  - personal leave with/without pay
  - comp time
  - FMLA/ PFMLA

- Non-uniformed negotiation team financial/business administration advisor

## DEBT SERVICE:
- Manage Lease Purchase Program
- WA State Treasurer LOCAL 1,2,3 - NKFR
### Administrative Services Duties and Tasks

#### Interlocal and Mutual Aid Agreements
- Mutual Aid with Operations
- Interlocal Agreements

#### Service/Vendor Agreements - Maintain/Coordinate - continued
- **Maintenance/Service:**
  - training
  - laundry
  - dispatch
  - copiers
  - Life Paks
  - apparatus
  - equipment
- Deferred Comp Plan
- Membership Dues
- Publication Subscriptions

#### Budgets
- Preparation with input from Chiefs & Board
- Report and oversee
- Prepare Journal Entries to correct coding errors

#### Insurance
- ESIP District policy annual renewal
  - Ensure proper coverage for:
    - stations
    - apparatus
    - management risk & liability
    - inventories
    - training
  - Process, submit, finalize claims
- Accident & Sickness policy renewal
- Medical & Dental policy renewal
- ERISA Reporting
- Cobra Notification
- Annual Reporting Requirements
- Board for Volunteer Fire Fighters & Reserve Officers annual renewal

#### Accounts Receivable
- Deposit preparation for bank
- Refunds
- Grants
- Training fees
- Maintain Access Database
- CT transmittal for county
- Prepare and submit Wildland reimbursements

#### Accounts Payable
- Batch and verification of invoices
- Routing of Invoices for purchase order backup
- Code invoices to appropriate expenditure line
- Data Entry into County system
- Process &/or Maintain Purchase Orders
- Process credit applications to vendors
- Cross check warrant issues to BVA
- Process warrants - backup and mail
- Fuel Refunds

#### Ambulance Transport Billing
- **Daily**
  - QM Billing ESO to Systems Design
  - Cross check dispatched calls/daily event sheet to insure all calls are captured
- **Monthly**
  - Report Check off with billing agency
  - Conduct monthly audit of account posting vs. deposit history
  - Maintenance of Ambulance Billing Notebook
- **Annually**
  - GEMT Cost Analysis Process

#### Financial Reports
### Administrative Services Duties and Tasks

#### Monthly Financial Summaries
- Sick Leave & Vacation Liability
- Capital Replacement
- Property Tax
- Cash-on-Hand
- Debt Service

#### Annual SAO Financial Reporting
- Compile and report financial reports to SAO
- Compliance with BARS system
- Facilitate Bi-Annual State Audits

#### Investment Officer – Official Appointment by Resolution
- Manage Funds, established by Districts with Co. Treas., for optimum return

#### Revenue Monitor
- Prepare Revenue section of the Budget with input from Chiefs & Boards
- Revenue Projections for the future
- Assist in determining & accessing Alternative Revenue sources
- Levy & tax issues

#### Governmental Financial Liaison
- State Auditor
- State Treasurer
- County Assessor
- County Auditor
- County Treasurer

#### Financial Planner
- Short term
- Long Range
- Capital Projects
- Strategic
- Labor negotiations
- Custom Financial planning forms

#### Communications
- Perform typing/assignments including correspondence and data entry; distributes internally or externally as appropriate