



NOW HIRING

Office Administrator

The **Tangent Fire District** is seeking a motivated, dependable, and highly organized **Office Administrator** to become an essential member of our team. While our firefighters serve on the front lines protecting lives and property, our administrative staff provides the critical support that keeps the department operating efficiently every day.

This position is ideal for an experienced administrative professional who enjoys working in a fast-paced environment, interacting with the public, and supporting emergency services personnel. If you have exceptional organizational skills, strong attention to detail, and a passion for public service, we encourage you to apply.

Position Summary

The Office Administrator is responsible for coordinating and performing a wide variety of administrative, clerical, and customer service functions that support the daily operations of the Fire Department. This position serves as the primary point of contact for visitors, residents, vendors, and department personnel while maintaining accurate records and ensuring efficient office operations.

Primary Responsibilities

The successful candidate will:

- Welcome visitors
- Answer and direct incoming telephone calls and emails.

- Prepare, proofread, and distribute correspondence, reports, agendas, and official documents.
- Maintain confidential personnel and department records.
- Organize electronic and paper filing systems.
- Maintain department calendars and coordinate conference room scheduling.
- Process invoices, purchase orders, and vendor payments.
- Conducts payroll and employee timekeeping records.
- Track departmental expenditures and maintain budget documentation.
- Order office supplies, fire board uniforms, and district equipment as needed.
- Prepares, reviews and submits accurate, timely reports to the appropriate regulatory agencies, governing bodies, funding sources and internal stakeholders.
- Assist with public records requests and administrative compliance.
- Coordinate employee onboarding paperwork and personnel files.
- Support the Fire Chief and command staff with administrative projects.
- May assist with community outreach events, public education programs, and department communications.
- Maintain confidentiality while handling sensitive information.
- Perform additional administrative duties as assigned.

Minimum Qualifications

Applicants should possess:

- High School Diploma or GED required.
- Associate's degree in Business Administration, Office Management, or a related field preferred or a combination of education and experience
- Three or more years of progressively responsible administrative experience.
- Strong proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.
- Excellent written and verbal communication skills.
- Payroll or bookkeeping
- Accounts payable or purchasing
- Basic Accounting
- Strong organizational, time management, and multitasking abilities.
- Ability to work independently and collaboratively.
- Professional demeanor with excellent customer service skills.
- Ability to exercise sound judgment and maintain confidentiality.
- Valid driver's license.

Preferred Qualifications

Experience in one or more of the following is highly desirable:

- Bachelor's degree in business, public administration, accounting, finance or related field

- Municipal or local government administration
- Fire, EMS, or law enforcement agencies
- Proficiency with Quick Books Online.
- Records management
- Public sector administration

Knowledge, Skills & Abilities

The ideal candidate will demonstrate:

- Exceptional attention to detail
- Strong problem-solving skills
- Ability to prioritize multiple assignments
- Excellent interpersonal communication
- Professionalism and integrity
- Dependability and punctuality
- Ability to adapt in a dynamic work environment
- Commitment to serving the community

Salary & Benefits

Salary: \$54,068.04- \$68,491.77annually (DOE). The anticipated hiring range for this position is \$54,068.04-\$59,081.60 based on qualifications and experience.

Excellent Benefits Include:

- ✓ 100% paid Medical, Dental & Vision Insurance for employee & family
- ✓ 100% employer Paid PERS
- ✓ Paid Vacation
- ✓ Sick Leave
- ✓ Paid Holidays
- ✓ Fire Med/LifeFlight membership
- ✓ Employee Assistance Program

Work Schedule

Full-Time Position

Monday-Friday

8:00 a.m. – 5:00 p.m.

Attend Board meetings on 2nd Wednesday each month. Additional meetings or special events will be required as needed.

How to Apply

Applicants should submit:

- Completed Employment Application
- Current Resume
- Cover Letter
- 3-Professional References

Application Deadline: Sept 3rd, 2026, at 5:00 pm.

Interviews/Testing: September 9th

Chiefs Interviews: September 10th

Applications Online at: www.tangentfire.com

Email: cchapin@tangentfire.com

Mail or Deliver Applications To:

Tangent Rural Fire Protection District

32053 Birdfoot Dr

Tangent OR, 97389

For more information about the Fire District and job position feel free to contact:

Chuck Chapin

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Email: cchapin@tangentfire.com