



Hillsboro Fire Protection District

120 5th St.
Hillsboro, MO 63050
Phone: 636-797-3619
www.hillsborofire.org



11/9/2023

Dear Applicant,

Thank you for your interest in the newly added position of Office Manager for the Hillsboro Fire Protection District! This exciting opportunity will help you give back to the community by supporting the First Responders of the Hillsboro Fire Protection District and will help the district grow with the community.

The Hillsboro Fire Protection District serves 44 square miles of central Jefferson County Missouri. We are an all-hazards emergency response entity that responds to structure fires, wildland fires, vehicle accidents, hazardous materials incidents, heavy rescue incidents, life threatening EMS calls and many other types of incidents. The staff currently consists of 14 full-time staff, 7 part time staff, and approximately 20 volunteer firefighters.

The hiring process is as follows:

1. Application period opens 11/9/2023.
2. Review of applications begins 12/7/2023.
3. Interviews will be scheduled for 12/11/2023.
4. Potential candidates may be invited to an interview with the Board of Directors which will take place the evening of 12/13/2023.
5. If the right candidate is found, a job offer will be made on 12/13/2023.
6. Anticipated start date of employment is 1/2/2024.

Along with submitting your job application, please submit a resume outlining how you will make a good candidate for this position and your experience.

The successful candidate must be willing to sign a confidentiality agreement due to the sensitive nature of our job.

Completed job applications may be emailed to bgaudet@hbfpd.org or dropped off at our Administrative Offices, 120 5th Street, Hillsboro MO, 63050 between the hours of 8 A.M. and 4 P.M. Contact Fire Chief Brian Gaudet for further information at 636-797-3619. We look forward to you submitting your application!

Sincerely,

Brian Gaudet

Brian Gaudet
Fire Chief

Brian Gaudet
Fire Chief
bgaudet@hbfpd.org

Board of Directors
President Gary W. Boyer
Treasurer Matthew E. Woods
Secretary Robert D. Brown

Jason Darian
Deputy Fire Chief
jdarian@hbfpd.org

Hillsboro Fire Protection District
120 5th Street
Hillsboro, MO 63050

Office Manger Position Employment Application



Personal Information

Name

Address

City

State

Zip

Phone number

Email address

Are you legally eligible to work in the US?

Yes

No

Are you a veteran?

Yes

No

If selected for employment are you willing to submit to a background check?

Yes

No

Position

Position you are applying for

Available start date

Desired pay

Employment desired

Full time

Part time

Education

School name	Location	Years attended	Degree received	Major

References (business and professional only)

Name	Title	Company	Phone

Employment History

Employer (1)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (2)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (3)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (4)	Job Title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (5)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip

Signature Disclaimer

I certify that my answers are true and complete to the best of my knowledge.
 If this application leads to employment, I understand that false or misleading information in my application or interview may result in my employment being terminated.


Name (please print)	Signature
Date	

Please print or type. The application must be fully completed to be considered. Please complete each section, even if you attach a resume.

The Hillsboro Fire Protection District is an Equal Opportunity Employer

Date Received _____

Time Received _____

Hillsboro Fire Protection District Job Descriptions		
	Section	200 – Job Descriptions
	Title	District Office Manager
	SOG Number	213
	Date Issued/Updated	11/3/2023
	Approved By	Board of Directors

DISTRICT OFFICE MANAGER

GENERAL PURPOSE

The District Office Manager provides a variety of routine and complex administrative, clerical and technical work in assistance to the Fire Chief and other Officers of the Hillsboro Fire Protection District; performing day-to-day tasks necessary to ensure accurate and timely performance of duties.

SUPERVISION RECEIVED

Fire Chief

SUPERVISION EXERCISED

None


ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for administrative support to assist the Fire Chief and Deputy Fire Chief.
2. Greets the public, answers phone calls and routes phone calls appropriately.
3. Operates as confidential aide to the Fire Chief and Deputy Fire Chief
4. Coordinates and manages schedules and appointments
5. Prepares Fire Department payroll, conducts follow-up on payroll issues
6. Coordinates and schedules the processing of all Fire Department applicants
7. Maintains all sensitive and confidential files, records and materials specific to the office of the Fire Chief
8. Attends Board Meetings and records Board Meeting Minutes
9. Assists in development of Board Meeting Packets and documents
10. Assists in the preparation of budget information and presentations
11. Processes invoices, expense reports; tracks and monitors invoices charged against purchase authorizations and purchase requisitions
12. Organizes and maintains department records and files
13. Works as a team member with other support staff to ensure smooth operation of day-to-day business within the district
14. Assists with district benefits enrollment and administration
15. Perform all other related duties as assigned by the Fire Chief

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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MINIMUM QUALIFICATIONS

1. High School Diploma or equivalent
2. Completion of secondary education preferred
3. Prior experience in a similar roll preferred
4. Experience in Payroll and Human Resources and budget preparation
5. Experience in communicating and handling a variety of customer service issues
6. Experience in office organization
7. Any combination of education, training, and experience that indicates possession of knowledge, skills, and abilities to perform essential functions.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

1. Valid Missouri Drivers' License.
2. Comprehensive knowledge of office management, personnel, financial, and administrative practices.
3. Articulate and present a positive professional image both in person and on the telephone.
4. Establish and maintain effective working relationships with employees, supervisors, other departments, officials, and the public.
5. Maintain tact and courtesy when interacting with the public and employees.
6. Communicate well both verbally and in writing.
7. Possess strong organizational, time management, and multi-tasking skills.
8. Maintain records and prepare reports.
9. Research and prepare reports in a well-organized form.
10. Formulate / implement administrative procedures.
11. Analyze difficult administrative and operational problems and develop and present sound conclusions and recommendations.
12. Maintain confidentiality of material
13. Must have ability to follow instructions, solve problems and work with minimal supervision
14. Proficient in using current Microsoft applications, in addition to other related resources.


TOOLS AND EQUIPMENT USED

Personal computer, Microsoft Office software, calculator, printers, copiers, telephone, fax machine, postal meter, and others.

PHYSICAL DEMANDS

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The duties of this job are performed inside a climate-controlled office setting.

FLSA/WORK SCHEDULE

This position is non-exempt overtime eligible. No overtime is anticipated with this position.

General office hours of the Hillsboro Fire Protection District are Monday through Friday from 8:00 A.M. to 4:00 P.M., however the schedule for this position is flexible.

Board Meeting attendance is required on the 2nd Wednesday of the month at 7:00 P.M.

By the order of:

Fire Chief

Date: 11/3/2023