



Bigfork Fire District

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www.bigforkfire.com

OFFICE ADMINISTRATOR – JOB POSTING

The Bigfork Fire Department is accepting applications for the position of Office Administrator. This is a full-time administrative support position responsible for assisting with department billing, records management, payroll support, administrative coordination, and general office operations.

The Office Administrator works under the direction of the Administrative Executive and Fire Chief and provides support for the daily administrative functions of the Department. The position is cross-trained in designated administrative functions and may temporarily assist with Administrative Executive duties during absences or other temporary vacancies as assigned.

POSITION SUMMARY

Primary responsibilities include:

- Reviewing incident reports for billing completeness and accuracy
- Coordinating with the Department's third-party billing contractor
- Assisting with payroll, purchasing, accounts payable, and administrative tracking
- Maintaining personnel, training, and Department records
- Assisting with preparation of reports, agendas, and Board meeting documentation
- Answering telephones and assisting members of the public
- Supporting records management and document retention systems
- Providing administrative support to Department officers and staff
- Assisting with scheduling, correspondence, and general office operations

The Office Administrator serves as an important support position within the Department and is expected to maintain professionalism, confidentiality, and organizational efficiency in a fast-paced public safety environment.

COMPENSATION

- Hourly Wage: \$24/hr. - \$28/hr. depending on experience and level of licensure
- FLSA Status: Non-Exempt
- Hours of work are flexible but generally Monday through Friday 8am – 5pm

- Overtime may be required as assigned
- Benefits available in accordance with Department policy

MINIMUM QUALIFICATIONS

Applicants must:

- Possess strong organizational and multitasking abilities
- Have excellent communication and customer service skills
- Be proficient with Microsoft Office applications and general computer systems
- Possess good typing and recordkeeping skills
- Maintain the ability to handle confidential and sensitive information
- Possess the ability to work independently and exercise sound judgment
- Hold a valid driver's license
- Obtain a minimum State licensure of EMR within one (1) year of hire
- Complete in-house firefighter training or possess Firefighter 1 certification
- Be willing and able to learn Department administrative and financial procedures

Preferred qualifications include previous office administration, bookkeeping, payroll, or public safety administrative experience.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to use standard office equipment including computers, printers, scanners, copy machines, and telephones
- Ability to effectively use Microsoft Office applications, accounting software, and internet-based systems
- Ability to maintain accurate records and prepare reports
- Ability to communicate effectively both orally and in writing
- Ability to establish and maintain effective working relationships with Department personnel, elected officials, outside agencies, and the public
- Ability to manage multiple assignments and prioritize workloads effectively
- Ability to maintain confidentiality and professionalism in sensitive situations

See Bigfork Fire Department Policy 235.07 Office Administrator for full job description.

APPLICATION PERIOD

- Opening Date: Friday, May 29, 2026
- Closing Date: Friday, June 12, 2026, at 3:00 PM

Applications received after the closing deadline may not be considered.

INTERVIEW PROCESS

Interviews will be scheduled following the close of the application period. Selected applicants will be contacted directly regarding interview dates and times.

HOW TO APPLY

Interested applicants should submit:

- Letter of Interest
- Resume
- Relevant certifications and qualifications

Applications should be submitted in person to the Bigfork Fire Chief.

EQUAL OPPORTUNITY

The Bigfork Fire District is an equal opportunity employer and considers applicants without regard to race, color, religion, sex, national origin, age, disability, veteran status, or other protected classifications under applicable law.