



Frenchtown Rural Fire District

*P.O Box 119 • 16875 Marion Street • Frenchtown, MT 59834
Phone: 406-626-5791 • Fax: 406-224-6179 • www.frenchtownfire.org*

August 25, 2025

Dear Applicant,

Welcome to the 2025 Frenchtown Rural Fire District (FRFD) Office Administrator application process.

Located in western Montana, FRFD covers approximately 125 square miles in the majestic Rocky Mountains. With Missoula just minutes from our eastern boundary and Spokane just three hours to the west, the area has a lot to offer to meet the needs of most everyone.

As a combination department serving approximately 15,000 residents, FRFD responds as an all-hazards department throughout an extensive wildland-urban interface, including over 32 winding miles of Interstate 90. The fleet of 20 active response apparatus includes three ALS ambulances, three structure engines, four tenders/pumper-tenders, five wildland engines, and two rescues.

Current career staffing consists of the Fire Chief and 7 FF/Emergency Care Providers (ECP) positions organized in three levels of officers and firefighters.

In addition to responding to calls for service, the career staff are assigned to the management and oversight of numerous high-level departmental programs. They are also key to developing, executing, and assisting training in support of FRFD operations, administration, and the live-in/college program.

The live-in program prepares individuals for a firefighting career by providing training, experience, and nationally recognized fire, EMS, wildland and technical rescue certifications. Through a collaboration with an accredited college, these residents earn an Associate of Science degree in Fire and Emergency Services. We are actively working on another partnership to add paramedic to their training and resume.

Our district is extremely fortunate to have numerous volunteers throughout the area. These volunteers respond from home and provide an invaluable resource for our growing community.

This entry-level position will be filled with a highly motivated and energetic individual that is eager to be a representative of the FRFD and help with all things related to office administration. If you feel you would be a good fit, please see the attached information about applying.

Thank you for your interest in Frenchtown Rural Fire District.

Damian Frisby
Fire Chief



FRENCHTOWN RURAL FIRE DISTRICT

*16875 Marion Street
Frenchtown, Montana 59834*

2025 Office Administrator Information

APPLICATION INFORMATION

The application deadline is **September 10, 2025, by 12:00 PM** MDT.

Apply for this position using the [ONLINE APPLICATION](#)

See "Application Process" below for additional information regarding the selection process.

POSITION DESCRIPTION

To review the current Office Administrator position description applicable to this hiring, please follow the "ONLINE APPLICATION" link above. See the position description for more details regarding the minimum requirements.

COMPENSATION/BENEFITS

Pay

Base hourly starting wage is \$20.24 as a Regular Full-Time Employee. Probationary period is six months from the date of hire.

Work Hours

FLSA work period is defined as a forty-hour work week with a schedule of Monday through Friday 8am to 5pm and a 1 hour unpaid lunch, typically from 12pm to 1pm.

Benefits/Leave

Holidays as per FRFD policy. Leave accruals as per Title 2, Chapter 18, MCA.

Health insurance provided through Missoula County at current rate.

Retirement through the State of Montana Public Employees Retirement System.

APPLICATION PROCESS

The application deadline is **September 10, 2025, by 12:00 PM** MDT.

- **2025 Hiring Process Schedule (subject to change)**
 - Thursday September 10, 2025 – Applications due
 - Thursday September 10, 2025 until complete – applications review and interview list created
 - No more than 4 candidates will be invited to interview. You will be notified of your interview time.
 - Monday September 15, 2025 – Oral interviews at FRFD Station 1 from 8am to 12pm.
 - Monday September 15, 2025 – Final evaluations and hiring recommendations developed
 - Provisional offer expected no later than September 16, 2025
 - Successful completion of a pre-employment drug screening and background investigation will be required and coordinated prior to final employment offers
 - First day of employment is scheduled for ASAP, but no later than October 6, 2025.

REQUIRED DOCUMENTS

The following documents are required (if applicable). If marked “Upload”, these are required to be submitted with your application. If marked “Hard Copy”, copies of these documents are required if you are invited to an interview.

<u>Document</u>	<u>Upload</u>	<u>Hard Copy</u>
Valid Driver's License		X
Proof of U.S. Citizenship / Residency		X
Military Preference Documents (if applicable)	X	X
High School Diploma (or equivalent)		X
College Transcripts (if applicable)	X	X
Employment History Document	X	
Resume	X	
Any other certification that may apply		X

Title: Office Administrator Position Description	Frenchtown Rural Fire District Administrative Guidelines
Effective Date: June 23, 2024 Revision Date: August 25, 2025	Guideline Number: 08-24 Page 1 of 2
<p><u>Status</u> Non-exempt / Full-Time</p> <p><u>General Purpose</u> Under general supervision, performs business office administration and management duties, such as answering and processing phone calls, processing mail, email, and faxes, edits and files correspondence and documents. Coordinates with district's CPA to accomplish basic bookkeeping tasks. Maintains electronic and paper database and filing systems.</p> <p><u>Reports To</u> Fire Chief</p> <p><u>Essential Duties & Responsibilities</u> The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.</p> <ul style="list-style-type: none"> • Manages accounts payable; ensures all invoices and purchases have corresponding receipts; enters coded bills into QuickBooks weekly; primary contact for vendors. • Acts as a primary contact with district's CPA. • Prepares monthly packets for the Board of Trustees, including invoices, minutes, and financial reports provided by district's CPA. • Attends board meetings, takes minutes and maintains all records. • Distributes and mails checks signed by Board members. • Creates, sends, and reconciles accounts receivable invoices. • Answers phones and assists public in a professional, helpful manner. • Collects and sorts mail daily. • Manages ambulance and response billing, reconciles ambulance billing reports with outside billing agency and provides monthly reports. • Codes and provides all income reports received from counties and local bank to district's CPA. • Coordinates payroll with district's CPA, completes entries and submissions in a timely manner as needed. • Assists with budget preparation and revisions. • Manages assigned budget categories/line items. • Works closely with Missoula County Risk and Benefits for health insurance and workers compensation. • Maintains office supplies and facilitates copier support. • Manages grant financial records and administration. • Oversees and administers necessary personnel paperwork and maintains up-to-date and accurate personnel files. • Assists district's CPA and independent auditor with annual or biennial audit. • Administers district's record management and retention system, organizes and maintains electronic and paper district files and filing systems and databases. • Schedules, coordinates, and manages public meetings and events in stations. • Compiles wildland fire billing packets, submits to appropriate agency per current DNRC guidance and timelines. • Manages various district programs, as assigned by supervisor, and assists staff in program administration as assigned. 	

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<div data-bbox="142 310 1458 541"> <ul style="list-style-type: none"> • Oversees and coordinates child seat safety program. • Issues burn permits and accesses administrative burn permit account as necessary. • Administers district’s inventory and capital assets processes and reporting. Maintains depreciation schedule. • Oversees general security and access to business office, lobby and training room. • Maintains department website, works with website consultant as needed. • Other duties as assigned. </div> <div data-bbox="94 569 438 600"> <u>Knowledge, Skills & Abilities</u> </div> <div data-bbox="142 606 1490 1071"> <ul style="list-style-type: none"> • Thorough knowledge of the organization, functions, policies, regulations, and procedures of Frenchtown Rural Fire District. • Practical knowledge of QuickBooks accounting software, including but not limited to entries, payroll, accounts receivable and accounts payable. • Practical knowledge of basic business and office administration principles and best practices. • Knowledge of generally accepted accounting principles. • Experience with Microsoft Office programs. • Skill in data entry with minimal errors. • Proven ability to adhere to principles of ethics and confidentiality. • Ability to communicate effectively, both orally and in writing. • Ability to analyze, organize and prioritize work while meeting multiple deadlines. • Obtain and maintain AHA CPR certification (provided at no cost). </div> <div data-bbox="94 1106 389 1138"> <u>Minimum Qualifications</u> </div> <div data-bbox="142 1144 1438 1323"> <ul style="list-style-type: none"> • High school or equivalent education. • Education or proven experience in human relations administration. • Education or proven experience in business office administration, with three years administrative support experience with increasingly complex responsibilities. • Education or proven experience in administering payroll, accounts receivable and accounts payable. </div> <div data-bbox="94 1360 328 1394"> <u>Work Environment</u> </div> <div data-bbox="94 1398 716 1430"> Work is performed in a standard office environment. </div> <div data-bbox="94 1463 431 1497"> <u>Physical & Mental Demands</u> </div> <div data-bbox="94 1501 198 1530"> Physical </div> <div data-bbox="94 1535 1507 1675"> Position requires prolonged sitting, standing, walking, twisting, and bending in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. </div> <div data-bbox="94 1711 186 1743"> Mental </div> <div data-bbox="94 1747 1502 1852"> The employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills. </div> <div data-bbox="94 1890 1489 1961"> The employee routinely interacts with the public, the district’s CPA, district members, and with the district’s Board of Trustees. </div>	