



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
8/21/26

This position is:

- ☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt. Svc – Supervisory
☐ Mgmt. Svc – Managerial
☐ Mgmt. Svc - Confidential

Agency: Oregon State Fire Marshal

Division: Regulatory Services

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Administrative Specialist 2</u>	b. Classification No: <u>0108</u>
c. Working Title: <u>Divisional Administrative Assistant</u>	d. PPDB No/WD ID: <u>0032090/ 000000158523</u>
e. Section Title: <u>Regulatory Services Division</u>	f. Agency No: <u>26000</u>
g. Employee Name: _____	h. Budget Auth No: <u>1412335</u>
i. Supervisor Name: <u>Mark Johnston</u>	j. Repr. Code: <u>AF</u>
k. Work Location (City – County): <u>Salem – Marion</u>	

l. Position:	☒ Permanent	☐ Seasonal	☐ Limited Duration	☐ Academic Year
	☒ Full-Time	☐ Part-Time	☐ Intermittent	☐ Job Share

m. FLSA:	☐ Exempt	If Exempt:	☐ Executive/Supervisory	n. Eligible for Overtime:	☒ Yes
	☒ Non-Exempt		☐ Administrative		☐ No
			☐ Professional		
		☐ Computer			

SECTION 2. PROGRAM AND POSITION INFORMATION

- a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.**

The mission of the Oregon State Fire Marshal (OSFM) is to protect people, property, and the environment from fire and hazardous materials. To achieve our mission, OSFM employees serve the more than 4 million people living in Oregon through prevention education, preparedness, life safety codes and regulations, and emergency response functions. The department also provides expertise, technical assistance, model programs, and materials to local, state, private, and public groups to collaboratively reduce fire losses. The OSFM has a connection with the Oregon fire service through existing Oregon statutes where the fire service receives various authorities through the State Fire Marshal. Additionally, the work we do ensures that OSFM is able to partner with more than 300 fire districts/departments and 13,000 firefighters to meet our mutual missions and priorities of protecting Oregon.

At the Oregon State Fire Marshal, we actively support a workforce representative of the communities we serve. We embrace diversity, practice inclusive excellence, and strive for equity and belonging to maintain a workplace where everyone is treated with respect and dignity. We value all lived experiences and welcome members of historically underrepresented racial/ethnic groups, LGBTQIA2S+, women, individuals with disabilities, veterans, and others.

The Regulatory Services Division (RSD) is given statutory authority to administer programs that protect people, property and the environment from fire and hazardous materials. This division has responsibility for seven statewide regulatory programs: Liquefied Petroleum Gas Program, Fireworks Program, Non-Retail Fuel Dispensing Program, Fire Standard Compliant Cigarette Program, the Novelty Lighter Program, the Explosives program, and the Community Right to Know program. The purpose of these programs is to manage, direct, and coordinate licensing, inspection, enforcement, and education functions with direct impact on the safety of all Oregon residents and visitors.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

The primary purpose of this position is to provide comprehensive administrative and technical support to the Division Chief, division programs, customers, and staff by interpreting and applying laws and policies, assisting with operations, and recommending improvements. The role assists with projects, assists stakeholders with understanding and complying with program requirements, collaborates with external agencies, and prepares reports based on research and evaluation. It also maintains division systems and files and may serve as a representative or liaison for the Division Chief.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.			
20%	R	E	Administrative Support to Division Chief: Assists the division chief with monitoring program budgets, strategic planning, monitoring program operations for efficiency and effectiveness and making recommendations for improvement. Executes, organizes, and monitors projects to achieve intended outcomes. Plans, schedules and attends various stakeholder meetings as a division representative or liaison; plans and prepares for meetings, keeps and maintains notes, records, minutes, and outcomes of meetings. Assists in the development and implementation of rules, policies and procedures for the division. Maintains division chief’s calendar, helps chief in preparing for meetings with materials and information; completes travel arrangements and association memberships; coordinates with others for scheduling the chief’s meetings; completes chief’s Travel Expense Detail Sheets (TEDS); coordinates and works on projects as assigned. Acts as a point of contact with customers and stakeholders for the division in place of the division chief. Assists the division chief in legislative matters. Monitors program related legislation, advising of potential impact to division programs. Assists with developing information for legislative matters. Fields and answers program related questions and drafts letters, reports, and other communications on behalf of the chief.

20%	R	E	Program Representation: Interprets and explains technical program related information such as laws, rules, policies and procedures to customers and stakeholders such as the fire service, law enforcement personnel, industry, and the public. Advises on whether program-related laws and rules are applicable to them, how to meet the requirements and locate needed resources. Provides technical assistance in person, by email, or by telephone. Plans, coordinates, and represents division programs in meetings and serves on work groups as assigned and maintains records of such meetings or projects. Assists division chief with instances of non-compliance related to division programs. Works with agency accounting department regarding refunds, invoices, travel expenses, credit card expenditures, and other fiscal related topics. Coordinates with agency IT for the maintenance, repair, and enhancement of systems.
35%	R	E	Administrative Support For The Division: Provides administrative support or technical assistance to division staff by providing general information about programs, processes, policies, systems, and tools; securing and paying for lodging; and coordinating with IT for services. Assists in maintaining functionality of systems and software. Maintain statistical information such as performance measures, archives documentation, and statistical information. Oversees archiving process to ensure retention schedules are met. Creates and maintains an annual task log, coordinates the completion of tasks, and completes tasks as assigned. Recommends and conducts program related studies by thorough analysis of information, compiling data, preparing reports, and making recommendations. Implements recommendations approved by the division chief. Reviews reports, letters, documents, program related information, and records created by unit staff for correctness and accuracy prior to forwarding to the Division Chief for approval. Assists with program related operations by monitoring workflows and processes and making recommendations for improvements. Writes program related procedures, creates forms, drafts letters, and maintains files. Ensures program files and databases are appropriately operational and maintained for backup, storage, and retrieval of data. Maintains records and file storage and their storage systems. Recommends programming revisions to division databases and systems. Works with IT staff to implement approved changes. Monitors division email groups for completion of work and service to customers. Works with IT and other business units for systems maintenance. Prepares and implements new employee onboarding processes and sees that tasks are completed in preparation of new employees starting. Maintains or assists with maintaining the division's web site. Conducts research for public information requests, prepares reports, and fulfills information requests while working with other business units in the department.
20%	R	E	Other Duties: Completes other duties as assigned by the division chief or other OSFM management. Cross train with the other division administrative staff to be knowledgeable in other program areas. Serve as back up to other division

			administrative staff in their absence to complete priority tasks. Perform a variety of communication and records processing tasks that require independent initiative and judgment.
5%	NC	E	Emergency Operations and Other Duties: Will be utilized during emergencies to provide assistance as assigned by a manager; such assistance may include aiding the emergency effort in the field or in the Agency Operations Center, as well as backfilling a position that is being used in direct support to the emergency. Assist other staff and programs in the overall mission of the OSFM. Provide backup coverage to the OSFM reception desk, in accordance with the Standard Operating Guideline, Reception Front Desk Coverage (Number: A-21)
100%			

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Normal office environment. Works with staff from all areas of the department on various projects. Must be able to get along with other staff in a positive and collaborative manner. Must be able to appropriately assist difficult customers. Needs to be able to manage and complete multiple tasks on time, with changing priorities and deadlines. Occasional travel or overnight travel may be required. May be exposed to inclement weather for short periods of time.

Requires a valid driver's license with an acceptable driving record.

Remote work options may be available, determined by the business needs of the agency.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- ORS Chapter 480; Fireworks, LPG, Flammable Liquid Dispensing, Explosives.
- ORS Chapter 476 Fire Standard Compliant Cigarette Program, Novelty Lighters
- Oregon Administrative Rules
 - Division 1 Procedural Rules
 - Division 12 Fireworks and Explosives
 - Division 20 Flammable Liquid Dispensing Regulations
 - Division 30 LPG
 - Division 35 Reduced Ignition Propensity Cigarettes
 - Division 46 Novelty Lighters
- Oregon Attorney General's Administrative Law Manual (Administrative Procedures Act)
- National Fire Protection Association Codes and Standards
- Oregon Fire Code Standards
- Department of Administrative Services Rules, Policies and Procedures
- OSFM Policies and Procedures
- OSFM Regulatory Services Division procedures

b. How are these guidelines used?

These guidelines are used to provide general and specific guidance in the division programs; to provide the basis for development of rules, policies and procedures; and to provide interpretation of laws and regulations, technical assistance and guidance to OSFM staff, fire service and law enforcement agencies, regulated parties, the public, other state agency personnel and the legislature.

They are also used as the authority to support legal citations, enforcement actions, and the assessment of fees. DAS and OSFM policies and procedures are used as daily guides by this position in areas of finance, personnel, vehicle usage, ethics, human resources, and general agency operations.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
Public	Written/phone/person	Answer questions/provide info	Daily
Industry members	Written/phone/person	Answer questions/provide info	Daily
State Agencies	Written/phone/person	Answer questions/Provide/receive information	Daily
Fire Departments	Written/phone/person	Answer questions/Provide/receive information	Weekly
Law Enforcement	Written/phone/person	Answer questions/Provide/receive information	Monthly
Local Governments	Written/phone/person	Answer questions/Provide/receive information	Monthly
Federal Government	Written/phone/person	Answer questions/Provide/receive information	Annually

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

The incumbent in this position must be a self-leader, have a very strong self initiative work ethic, be able to work with limited supervision, and have very good organizational skills. Regular and dependable attendance is important for success. Must be able to execute tasks and achieve outcomes based on leader's intent. The person in this position interprets laws, rules, policies and procedures, assesses requests for assistance and information, and provides information that accurately reflects statutory and code requirements. Advises customers on program requirements. Assists customers in meeting requirements. Helps to prioritize unit work to ensure requests for permits, licenses, certificates, and examinations are processed thoroughly, accurately, and timely.

Works extensively with other agency staff, fire service and law enforcement agencies, industry groups affected by program activities, citizens statewide, and other state, federal, and local agencies.

The effects of poor decisions and actions are felt by industry, customers, and other government entities and can have a negative impact on communities, businesses, and individuals.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Fire Protection and Community Risk Manager 3 (Assistant Chief Deputy)	0004403	In person, written, consult/review	As needed, quarterly evaluations	Ensure agency and division work is completed, deliverables are correct and on time, work performance, provide leaders intent, provide guidance, explain expectations, discuss career growth.

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? _____
 How many employees are supervised through a subordinate supervisor? _____
- b. Which of the following activities does this position do?
- | | |
|--|---|
| ☐ Plan work | ☐ Coordinates schedules |
| ☐ Assigns work | ☐ Hires and discharges |
| ☐ Approves work | ☐ Recommends hiring |
| ☐ Responds to grievances | ☐ Gives input for performance evaluations |
| ☐ Disciplines and rewards | ☐ Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

The individual in this position must perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully; actively engage in and promote a positive work environment; develop good working relationships with other state agencies, and community partners as well as division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner; demonstrate openness of constructive feedback and suggestions; and contribute to a positive, respectful, and productive work atmosphere creating a positive, productive environment focused on results.

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.

Desired attributes:

- Experience and ability to provide professional administrative support for a member of an executive management team and for colleagues within the business unit.
- Has strong self-leadership and self-initiative skills, can prioritize tasks, work independently, and meet deadlines.
- Experience and ability to write technical and professional documents such as, letters or emails to executives, boards, commissions, stakeholders, and other government entities; and reports or summaries of findings from studies or data sets.

- Ability to understand, apply and explain technical information such as laws, rules, and policies to a variety of individuals with different backgrounds.
- Experience and ability to develop and implement policies, procedures, and processes to administer business functions and improve operations.
- Has strong organizational skills and experience maintaining files, documents, systems, and supporting projects with organization and planning.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date