



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
7/2/2024

This position is:

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

Agency: Oregon State Fire Marshal

Division: Fire and Life Safety Division

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Office Specialist 2</u>	b. Classification No: <u>0104</u>
c. Working Title: <u>Fire and Life Safety Education Office Support</u>	d. PPDB No/WD ID: <u>4004079/000000158601</u>
e. Section Title: <u>Fire and Life Safety</u>	f. Agency No: <u>26000</u>
g. Employee Name: <u>Vacant</u>	h. Budget Auth No: <u>1412449</u>
i. Supervisor Name: <u>Amber Cross</u>	j. Repr. Code: <u>AF</u>
k. Work Location (City – County): <u>Salem - Marion</u>	

l. Position:	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Limited Duration	<input type="checkbox"/> Academic Year
	<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Intermittent	<input type="checkbox"/> Job Share
m. FLSA:	<input type="checkbox"/> Exempt	If Exempt:	<input type="checkbox"/> Executive/Supervisory	n. Eligible for Overtime:
	<input checked="" type="checkbox"/> Non-Exempt		<input type="checkbox"/> Administrative	<input checked="" type="checkbox"/> Yes
			<input type="checkbox"/> Professional	<input type="checkbox"/> No
			<input type="checkbox"/> 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 Fire and Life Safety Education Division is responsible for fire prevention and safety, and community wildfire risk reduction. The division programs target fire reduction and fire-related deaths, injuries, and property loss through education to encourage behavior change and increase awareness of fire-safe practices and regulations. Staff assist with planning, communicating, and implementing community wildfire risk reduction activities to educate and assist socially vulnerable populations with fire safety education, outreach, and economic incentives.

- 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:**

This position provides secretarial, technical, and administrative support to the Fire and Life Safety Division in support of division programs.

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”.			
45%	R	E	Inventory and Purchasing Work with OSFM Procurement, DAS Publishing and Distribution to create and order educational, class, and workshop materials. Maintain inventory of supplies, educational material, advertising, and campaign items through the inventory control system. Order as needed with approval from the Assistant Chief Deputy. Ensure storage area is maintained and organized. Package and ship educational and advertising materials based on incoming online orders and program needs.
25%	R	E	Provide support services to the Fire and Life Safety Education Division Compose routine and complex correspondence and documents, including letters, memos, forms, reports, etc., from rough drafts, recordings or by other instructions. Proofread correspondence and documents. Send out correspondence, reports, curriculum, and other unit materials as requested. Coordinate meeting locations, compile meeting agendas, take meeting minutes, invite participants, and distribute finalized meeting minutes. Respond to inquiries for information about division programs, projects and campaigns within Community Wildfire Risk Reduction and Fire Prevention Education. Complete research and assemble information for Assistant Chief Deputy and program analysts.

			<p>Support management in division and program budget development and strategic planning.</p> <p>Receive, review and route incoming mail daily assuring mail is routed to the appropriate staff person for needed action.</p> <p>Maintain division filing systems. Set up new files as needed and maintain existing files.</p> <p>Provide internal and external customers with assistance as needed.</p> <p>Create and maintain position desk manual.</p> <p>Assure timelines are met and resolve issues.</p>
25%	N	E	<p>Travel</p> <p>Coordinate travel plans and itineraries for division staff including reserving and paying for hotel rooms, paying for event booths, reserving meeting venues, reserving vehicles, etc.</p> <p>Receive completed travel expense sheets from employees upon return. Ensure accuracy, obtain approval and signature from the Assistant Deputy Chief, and submit to Finance for payment.</p> <p>Coordinate out-of-state travel with the Administration support staff.</p>
5%	NC	E	<p>Emergency Operations and Other Duties</p> <p>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.</p> <p>Assist other staff and programs in the overall mission of the OSFM.</p> <p>Provide backup coverage to the OSFM reception desk, in accordance with the Standard Operating Guideline, Reception Front Desk Coverage (Number: A-21)</p>
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.

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

Occasional travel. Some in-state travel is required.

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

Typical office environment. May require daily work on computer for long periods of time.

Work is done in a typical office environment that requires long periods of computer work, phone calls, and reading.

Position requires the ability to lift items up to 25 lbs.

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.

Oregon Revised Statutes
Oregon Administrative Rules
OSFM Standard Operating Guidelines and Procedures
Department of Administrative Services (DAS) statewide rules, policies and procedures
Desk Procedures Manual
Oregon Accounting Manual

- b. How are these guidelines used?

These guidelines are used to provide both general and specific guidance for carrying out position duties.

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".			
Fire Departments and Districts	phone/person/written	Provide information, answer questions, resolve problems	Daily
State Agencies	phone/person/written	Requests, verification of information	Daily
Agency Staff	phone/person/written	Coordinate reports, answer questions, training, travel arrangements	Daily
Public	phone/person/written	Provide information, answer questions	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Determine the appropriate items to send to fire departments and districts in response to requests for campaign materials, education resources and other requests.

Identify need for reorders to ensure a constant availability of supplies to meet requests and business needs.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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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".

Fire Protection and Community Risk Manager 3	0032091	In person/written/phone	Several times weekly, quarterly	Checking on work progress, accuracy providing information, planning work, quarterly check-ins
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SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? 0

How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> 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.

Must have proficient skills in Microsoft Office such as Outlook, Word, Excel, Teams, PowerPoint, etc.

Must be able to prioritize work with conflicting and ever-changing due dates.

Must have strong customer service skills.

Must have strong communication skills, both verbally and in writing.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
N/A		

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