

## Job Description

**Position Title:** Executive Director

**District:** Mid Rogue Fire District

**Reports To:** Board of Directors

**Location:** Josephine County, Oregon

**FLSA Status:** Exempt / Full-Time/Temporary

**Salary Range:** \$105,000 - \$125,000 annually

**Effective Date:**

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### Position Summary

The Executive Director serves as the chief administrative and executive officer for Mid Rogue Fire District in Josephine County. Under the direction of the Board of Directors, the Executive Director is responsible for the overall management and coordination of district operations, administration, finance, and community relations.

This is a foundational leadership role — the Director will be instrumental in developing the district's financial structure, organizational structure, policies, and systems, ensuring a solid framework for long-term operational success and community trust. Work in this position requires a high degree of independent judgement and professional decision making.

### Essential Duties & Responsibilities

#### Administrative & Strategic Leadership

- Develop and implement the district's strategic plan, administrative policies, and procedures in compliance with ORS Chapter 478 (Rural Fire Protection Districts) and other applicable regulations and standards.
- Provide administrative leadership and professional advice to the Board of Directors
- Align administrative, fiscal, and operational goals.
- Oversee policy implementation, community relations, and interagency coordination.
- Represent the district at public meetings, local government sessions, and regional fire service collaborations.

#### Financial Management

- Develop, monitor, and manage the annual operating and capital budgets in compliance with Oregon Local Budget Law (ORS 294).
- Ensure proper accounting, auditing, and financial reporting consistent with Oregon public agency standards.
- Pursue funding sources, including tax base, grants, cost-sharing agreements, and intergovernmental partnerships.
- Present clear and transparent financial reports to the Board and community.

### **Human Resources & Organizational Development**

- Establish the district's human resources framework, including (but not limited to) personnel policies, classification systems, and compensation plans.
- Lead recruitment, onboarding, and performance management of administrative and operational staff.
- Provide full human resources services including hiring, disciplinary matters, employee development, termination, etc.
- Support leadership development, training, and retention initiatives for district personnel.
- Oversee labor relations, including union negotiations if applicable.
- Promote a culture of integrity, safety, inclusivity, and professional growth.

### **Operational Coordination**

- Collaborate with the Board of Directors, local and regional partners, to ensure effective emergency response, fire prevention, and public education programs.
- Oversee resource allocation, facilities management, and capital project planning.
- Ensure compliance with applicable regulations and standards to include OSHA, Oregon OSHA, NFPA, ISO, DEQ, DPSST, and NFPA regulations and standards.
- Maintain mutual and automatic aid agreements with neighboring districts and agencies.
- Respond to major incidents within the district boundaries to represent the district's interests.
- Will be required to regularly drive and operate district vehicles in the scope of work to travel to meetings, district facilities, and emergency incidents.

### **Governance & Compliance**

- Serve as the primary liaison and communication channel between the Board of Directors and district staff.
- Prepare agendas, reports, and policy recommendations for Board review.
- Ensure compliance with Oregon Public Meetings Law and Public Records Law (ORS 192).
- Maintain positive relations with district pre-loss legal and special counsel.
- Implement Board directives and provide follow-up reporting on outcomes and performance measures.

### **Specific Job Knowledge, Skill, and Ability:**

- Knowledge of principles, methods, and practices of general management, governmental accounting and budgeting, financial analysis, forecasting and reporting, internal controls and auditing procedures, cash management, debt issuance, and investments.
- Knowledge of generally accepted accounting principles (GAAP), Oregon Local Budget Law, Federal fringe benefit regulations, workers compensation law, and other pertinent Federal, State, and local laws.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Knowledge of principles of supervision, training, and performance evaluation, practices of organization, administration, and personnel management.
- Knowledge of office practices, procedures, and equipment including computerized office and software systems.

- Knowledge of district rules, regulations, procedures, mission, vision, values, and strategic planning processes.
- Ability to collect and interpret complex information to analyze a problem, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of District wide goals.
- Ability to organize, file, and maintain accurate financial records, extensive attention to detail.
- Ability to plan, organize, assign, and coordinate the activities for the district.
- Skilled in multi-tasking and able to mentally switch between many responsibilities.
- Ability to analyze, interpret, summarize, and present information and data in an effective manner and prepare complex financial statements, reports, and analyses.
- Ability to interpret and apply Federal, State, and local policies, laws, procedures, and regulations.
- Ability to maintain confidentiality, professional credibility, and perform effectively under continual deadlines and associated demands.
- Ability to communicate clearly and concisely both orally and in writing, articulate ideas, and processes in the development of policies and procedures.
- Ability to establish and maintain effective working relationships with all District members, partner agencies, public officials, and the general public.
- Must be able to work independently.

#### **Minimum Qualifications**

- Bachelor's degree in public administration, Fire Service Administration, Business Administration, or related field.
- Minimum of 7 years of progressively responsible management experience in fire service, emergency management, or public sector administration.
- Minimum of 3 years of executive or senior management experience with budgetary and supervisory responsibility.
- Valid Oregon Driver's License or ability to obtain within 3 months of hire.
- Bondable and insurable under District's insurance carriers.
- **OR** -
- An equivalent combination of education, training, and experience sufficient to successfully perform the essential duties of the job.

#### **Preferred Qualifications**

- Master's degree in public administration, Fire Service Administration, Business Administration, or related field.
- Experience starting up or reorganizing a fire district or emergency services agency.
- Certified Fire Officer or Chief Fire Officer designation.
- Familiarity with Josephine County emergency services environment and interagency partnerships (e.g., Grants Pass Fire Rescue, Rural Metro Fire).
- Proven record of successful grant acquisition and public funding management.

#### **Job Conditions**

- This position operates in a professional office environment.

- The usual working schedule is a forty-hour work week. However, occasional evening and weekend work may be required. The Executive Director shall determine their own hours of work to be available to the public and to the staff on a predictable and regular basis and to accomplish the goals and tasks directed by the Board of Directors.
- This position is eligible to work a hybrid work from home in accordance with District policy and direction of the Board of Directors.
- Routinely uses standard office equipment, especially computers and mobile devices.
- In performance of the duties of this job, the employee is occasionally required to stand; walk; sit; use hands and fingers, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; talk or hear; and drive an automobile.
- The employee must occasionally lift or move office products and supplies, up to at least ten pounds frequently.
- This position involves periods of prolonged sitting and standing and use of computer equipment.
- This position requires the physical and mental capabilities to read information printed on paper and displayed on computer monitors; hear, speak, and communicate verbally using the English language; cognitive thinking and mathematical calculation capabilities; manual dexterity to manipulate papers, files, financial records, keyboard, 10-key, mouse, and telephone.

Appointees will be subject to completion of a one-year probationary period.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. The District Board of Directors has the exclusive right to alter this job description at any time without notice.

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This is an accurate description of the essential functions of my position.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(The signature of the employee indicates this document has been read and is understood.)*

Board of Directors Approval: \_\_\_\_\_ Date: \_\_\_\_\_

*(The signature of the Board of Directors confirms the assignment of work to the employee.)*