Jefferson County Emergency Services District #5

District Administrator — Job Description

Employment Type: Part-time
Compensation: Based on experience
Projected Start Date: December 1, 2026
Reports To: Board of Commissioners

Position Summary

The District Administrator is responsible for maintaining daily office operations and providing administrative, financial, and records-management support for Jefferson County Emergency Services District #5. The position reports directly to the Board of Commissioners regarding monthly expenses, budget preparation, tax-rate assessments in relation to anticipated revenue and expenditures, and coordination with the District's accountant.

Essential Duties and Responsibilities

Office Administration and Communications

- Manage daily office operations and telephone correspondence.
- Pick up mail from the United States Postal Service and mark incoming mail with the date received.
- Scan and email documents and correspondence.
- Prepare outgoing District correspondence.
- Create and maintain Excel spreadsheets.
- Order office supplies, uniforms, and miscellaneous items within authorized purchasing limits.
- Assist the volunteer fire department with records management and data entry as needed.

Purchasing and Inventory

- Review purchase requests submitted by department members and officers.
- Review year-to-date budget balances before approving purchases.
- Approve or route purchases in accordance with the purchasing authority and approval limits established for the District Administrator and ESD Board.
- Issue purchase orders and maintain inventory records.

Accounts Payable and Financial Records

- Review invoices for discrepancies and verify supporting documentation.
- Match packing slips and receipts to invoices and attach supporting records.
- Assign invoices to the appropriate account codes.
- Maintain and update financial records.

- Track property-tax and sales-tax revenue.
- Monitor year-to-date budget expenditures and percentages.
- Coordinate with the District's accountant regarding budget amendments.
- Handle quarterly federal tax reporting and quarterly payroll tax reporting.

Budget and Board Reporting

- Report directly to the Board regarding monthly expenses and financial matters.
- Support budget preparation and tax-rate assessments based on anticipated revenue and expenditures.
- Coordinate financial correspondence with the District's accountant.
- Prepare monthly Board meeting materials, including:
- Checkbook register.
- Financial statements provided by the CPA.

Meeting Support and Records Management

- Prepare monthly meeting agenda packets and items for the Board of Commissioners.
- Post and email meeting agendas within the required notice periods.
- Prepare meeting minutes in the absence of the ESD #5 attorney.
- Maintain and organize administrative, accounting, employee, agenda, and meeting-minute files in accordance with applicable records-retention requirements.

Grant Administration

- Assist with grant applications and related correspondence.
- Review application materials and gather required information and supporting documentation.

Employment Details

This is a part-time position. Compensation will be based on experience. The projected start date is December 1, 2026.

Email resume and application to president@jcesd5.com