



## City of Missoula Admin Specialist III

<b>SALARY</b>	\$24.74 - \$27.19 Hourly	<b>LOCATION</b>	Missoula, Montana
<b>JOB TYPE</b>	Regular, Full-Time	<b>JOB NUMBER</b>	00569
<b>DEPARTMENT</b>	Fire Department Civilian	<b>OPENING DATE</b>	07/28/2025
<b>CLOSING DATE</b>	8/18/2025 11:59 PM Mountain		

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### Overview

#### **Ready to put your administrative talents to work in a fast-paced, high-impact environment?**

The Missoula Fire Department is seeking a detail-oriented **Administrative Specialist III** to provide support in payroll coordination, accounts payable/receivable, data management and general office support functions. This position plays a key role in keeping our department running smoothly—supporting both administrative operations and frontline personnel. Ideal candidates will have a strong background in Excel and financial recordkeeping, along with the ability to manage multiple priorities in a dynamic public safety environment. If you're ready to make an impact behind the scenes, we encourage you to apply.

**To Apply:** All applicants must submit the **City of Missoula application** AND **Cover Letter** explaining your interest in this position and detailing how your experience and education meet the qualifications.

**Failure to attach the cover letter will result in your application being incomplete, and therefore, not reviewed by the hiring manager.**

**Screening of applications will begin on Tuesday, August 19, 2025.**

**Resumes will not be reviewed. All details should be entered on the application.**

#### **Starting Pay:**

New hires start within our entry-to-market range, depending on experience and qualifications.

The starting range for the position is \$24.74 - \$27.19/hour and will increase each year for longevity and cost of living adjustments.

#### **Full Pay Range:**

Each position also has a full wage range that reflects potential growth over time, including annual increases for longevity and cost-of-living.

The full range for the position is \$24.74 - \$28.82/hour.

\*Cost of living increase for fiscal year 2026 dependent upon Council approval.

### Essential Functions

This position exists within multiple departments each with varying duties and responsibilities specific to the business needs of the assigned department and/or work unit(s); not all items listed will apply to every position; some departments/work units may have multiple Administrative Specialist III positions dividing responsibilities into their area of focus.

- Oversee assignment of administrative support functions for the department or work unit, including training and directing work of part-time, temporary, or volunteer employees.
- Perform customer service functions such as greeting patrons, receiving, and securing payments, providing general information and direction to inquiries regarding policies and services, etc.
- Provide routine administrative support through answering phones, distributing mail, ordering office supplies, monitoring and scheduling appointments and/or facilities, routing contracts for signatures, preparing reports, making copies, etc.
- Maintain inventory of various supplies and equipment, including office supplies, staff uniforms, communication devices, tools, etc.
- Oversee and maintain files, records, databases, policy manuals, correspondence, and other documents.
- Assist in managing records disposal, in accordance with current standards.
- Draft and distribute written materials, including memoranda, correspondence, brochures, etc.; design and format forms, reports, and department/work unit procedures; compile statistical data.
- Coordinate department/work unit processes and services with various City and community entities to ensure coordination and alignment of activities.
- Provide administrative support to various committees, boards, and commissions, including preparing and distributing agenda packets, audio/visual technical assistance, recording and transcribing meeting minutes, etc.
- Coordinate and maintain safety meetings and materials.
- Perform data entry from various sources into department specific databases and web-based applications; process and prepare requests for information from various databases and applications; analyze various data points to provide accurate information to assist in various aspects of the department.
- Maintain department's website and social media platforms according to City standards.
- Serve as the payroll coordinator by verifying accuracy of time sheets for department staff and generating reports.
- Coordinate various personnel functions, including tracking new hires, assisting with onboarding, processing hire paperwork and personnel forms, assisting with training modules, etc.
- Perform department/work unit accounts payable functions, including monitoring department budget by processing purchase orders, and coding and tracking invoices/journal entries; verify billing accuracy; perform various account reconciliations; prepare periodic budget reports; assist in annual budget preparation, auditing, and various accounting schedules; recommend cost saving measures.
- Perform department/work unit accounts receivable functions, including calculating and distributing monthly bills for services rendered, reconciling deposits, collections, tracking vendors and contracts, etc.
- Coordinate IT support and/or serve as dual factor authentication administrator.
- Provide support to various programs and/or projects related to assigned department/work unit(s).
- Other duties as assigned, based on training and qualifications.

## Knowledge, Skills and Abilities

- Knowledge of general office principles, procedures, and practices, including data entry, record management, generating reports, etc.
- Skill in operating office equipment, using various computer software and databases, including Microsoft 365, and the ability to learn job-specific applications and equipment.
- Skill in communicating, in person and writing, with the proven ability to establish and maintain effective working relationship with diverse individuals.
- Skill in managing multiple projects with keen detail and accuracy, and the ability to prioritize tasks with shifting priorities and timeline demands.
- Skill in multitasking in a fast-paced environment, while providing effective customer service.
- Ability to problem-solve and resolve conflicts with facilitating outcomes while maintaining a calm demeanor.

- Ability to research, analyze, and prepare reports and document facts and actions.
- Ability to learn how to understand and interpret various contracts.
- Ability to learn how to assess various situations to determine appropriate actions.
- Ability to learn City and departmental policies, procedures, and practices, including the ability to interpret various local, state, and federal regulations, and standards.
- Ability to maintain and exhibit integrity and discretion in handling confidential and sensitive information.

**Working Conditions:**

- Position may require the ability to lift and maneuver 30 lbs. or less.
- Work environment may involve exposure to grease, oil, and dusty conditions.
- Duties may involve significant contact with the public, other employees, and/or vendors.

## Qualifications and Additional Application Materials

- Any combination of education and experience equivalent to three (3) years of administrative support experience.
- Some departments may have additional requirements, such as: certifications, driver's license, and/or background checks.

The City of Missoula does not sponsor employment visas (e.g., F-1, H-1B, TM). Applicants must be authorized to work in the United States on a full-time basis at the time of application.

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**Employer**

City of Missoula

**Address**

435 Ryman Street  
Human Resources  
Missoula, Montana, 59802

**Phone**

406-552-6130

**Website**

<https://www.ci.missoula.mt.us/>

## Admin Specialist III Supplemental Questionnaire

**\*QUESTION 1**

Please describe your experience with TEAMS, SharePoint, and Excel.

**\*QUESTION 2**

Please describe your experience with accounts payable, receivable, and payroll, including any experience with collective bargaining units.

**\*QUESTION 3**

Please describe your customer service experience.

\* Required Question