



McLane Black Lake Fire Department • 125 Delphi Rd NW • Olympia, WA 98502 • (360) 866-1000

BUSINESS OPERATIONS DIRECTOR

OPENS: August 3, 2026

SALARY RANGE: 126,458 - 136,776 DOQ

CLOSES: August 28, 2026 – 1600 Hours

FLSA EXEMPT

POSITION DESCRIPTION SUMMARY

Under the direction of the Fire Chief, the Business Operations Director plans, manages, and performs the Fire District's business, financial, and human resources functions. Operating with limited supervision and broad decision-making authority, this position oversees assigned personnel and Administrative and Finance Division, including budgeting, financial management, payroll, human resources, risk management, and asset tracking. The Business Operations Director serves as a member of the Fire District's executive leadership team and plays a key role in advancing the organization's mission, vision, values, and strategic goals.

MINIMUM QUALIFICATIONS

A minimum of five (5) years of managerial experience is required, along with any combination of experience, education, and training demonstrating the ability to satisfactorily perform the essential functions of the position, as outlined in the full job description, at a level that meets performance standards.

APPLICATIONS MAY BE OBTAINED AT:

www.mclanefire.org or at McLane Black Lake Fire Department's Headquarters Station, located at 125 Delphi Rd. NW, Olympia WA 98502, beginning Monday August 3 at 0800. If you have questions, please call (360) 866-1000.

CONDITIONS OF EMPLOYMENT

- Successful applicants must pass a background check according to District policy.
- Successful applicants must pass a Drivers Abstract review and maintain their driving record in accordance with District policy.
- Successful applicants must complete a Berke Assessment by High Match.

McLane Black Lake Fire Department is an equal opportunity employer.

APPLICATION PACKET CHECKLIST

Return with Application

Applicant Name: _____

Date: _____

Each item below must be returned with your application packet. Please use the checklist to ensure each item is included with your returned application. This information will remain on file for a minimum of one year from the date of receipt.

REQUIRED ENCLOSURES

☐ Application completed and signed

☐ Letter of interest

☐ Resume

PROCESS SCHEDULE

August 28, 2026, Applications Close – 1600 Hours

Applications must be received at the District's Headquarters Station at 125 Delphi Rd. NW, Olympia WA 98502, by Friday, August 28 at 1600 hours. **Postmarks or faxes will *not* be accepted.**

1. Email completed documents to Hiring@mclanefire.org
2. Hand deliver or FedEx, UPS or USPS application and documents to:

McLane Black Lake Fire Department
ATTN: Business Operations Director
125 Delphi Road NW
Olympia, WA 98502

Hiring Timeframe – Interviews completed in late September with hiring by November 2, 2026.

McLane Black Lake Fire Department



Job Description

Business Operations Director

Official Job Title: Business Operations Director

Reports to: Fire Chief

Work Hours: 8AM-5PM, Monday through Friday (may require irregular hours, including evenings and weekends)

Major Functions and Purpose:

Under the direction of the Fire Chief, the Business Operations Director manages, directs, and performs the business, financial, and human resources functions of the Fire District administration. Working with limited supervision and broad decision-making responsibility, this position directs assigned personnel and programs within the Administrative/Finance Division, including budgeting, finance, payroll, human resources, risk management, and asset tracking. The Business Operations Director serves as a member of the Fire District's executive leadership team and supports organizational efforts to achieve the District's mission, vision, values, and goals.

Reporting Relationships:

The Business Operations Director reports directly to the Fire Chief for all assigned duties. In the absence of the Fire Chief, the Business Operations Director reports to the Assistant Chief of Operations. Assigned personnel and staff with delegated tasks may report to the Business Operations Director.

Job Duties:

The Business Operations Director exercises oversight responsibility and is accountable for all assigned Fire District programs within the Administrative/Finance Division. Duties and program responsibilities include, but are not limited to:

Financial Management: Plan, organize, direct, and administer the functions of the financial section, including financial and procurement processes. Perform long-range financial forecasting and strategic planning for revenues and expenditures of Agency funds in accordance with established policies, legal requirements, and professional standards, displaying a high level of ethical conduct. Essential duties include but are not limited to:

1. Assist in preparing the Fire District's budget and, in collaboration with the Fire Chief, present operational results compared with the approved budget.
2. Conduct research and forecast financial conditions related to the Fire District's strategic plans, goals, and areas of potential interest.
3. Serve as the primary agency liaison to Thurston County, the Treasurer, Assessor, and Auditor on financial matters, including levies, bonds,

- resources, expenditures, and investments.
4. Advise the Fire Chief and Board on the anticipated financial impacts of pending Fire District decisions.
 5. Coordinate and direct the Fire District's financial and procurement activities.
 6. Plan and direct oversight of expenditures, accounts payable, and accounts receivable for all funds, ensuring compliance with applicable statutes, ordinances, rules, and regulations.
 7. Develop, maintain, and ensure optimal utilization of financial accounting information systems.
 8. Develop and recommend improvements to accounting policies, processes, and procedures.
 9. Oversee financial audits of the Fire District conducted by the Washington State Auditor's Office or other external audit firms.
 10. Provide required information and documentation to qualified external financial agencies.
 11. Provide support to the Board and labor negotiation team and participate as a team member when required.
 12. Oversee preparation of the Agency's annual financial statements and budget report.
 13. Facilitate and oversee internal and external audit functions, ensuring compliance with Washington State Auditor's Office requirements and BARS reporting for cash-basis agencies.

Personnel Management (HR): Manage employment-related programs and processes related to recruiting, training and performance, employee experience, metrics, benefits, and compensation. Develop and maintain personnel-related programs and procedures; ensure agency compliance with internal processes and applicable employment laws. Essential duties include but are not limited to:

1. Maintain confidential agency and employee records and information.
2. Coordinate and manage recruitment, testing, selection, and orientation processes for employees.
3. Develop, implement, and maintain ongoing health and wellness programs.
4. Provide support and guidance when complex, specialized, or sensitive issues arise.
5. Develop, implement, maintain, and evaluate employee performance systems in collaboration with the leadership team to support employee development and mentoring.
6. Communicate human resources policies, procedures, programs, and applicable laws to Fire District employees as required.
7. Coordinate with training staff to support successful delivery of required agency training programs in financial, personnel, and other administrative areas.
8. Maintain and evaluate employee benefit programs and manage relationships with benefit carriers regarding eligibility, rate discrepancies, and contract interpretation.
9. Ensure compliance with collective bargaining agreements.
10. Develop, implement, maintain, and evaluate employee handbooks, policies, and procedures to ensure compliance with all applicable laws.
11. Coordinate the member recognition program.
12. Ensure the Fire District complies with applicable WISHA and OSHA reporting requirements.
13. Manage, monitor, and administer employer-related requirements for employee workers'

compensation programs.

Business Operations & General Responsibilities: Performs a wide variety of complex administrative and technical duties in support of the Fire District and the Fire Chief. Essential duties include but are not limited to:

1. Perform a broad range of duties, from complex clerical tasks following established procedures to administrative-level decisions regarding departmental procedures, practices, and policy.
2. Serve as a confidential liaison for the Fire Chief on Fire District business, financial, and personnel matters involving the Board of Commissioners and relevant elected officials.
3. Work collaboratively with team members to foster and maintain a culture that reflects the values of the Fire District.
4. Anticipate, assess, and respond effectively to the needs of the Fire District, employees, and customers.
5. Provide timely, accurate, courteous, and consistently excellent customer service.
6. Maintain current knowledge of relevant laws, regulations, codes, operations, and procedures.
7. Work with the Executive Team and others to ensure adequate technology and services are available and effectively used within the Fire District.
8. Provide public information as required in a timely and accurate manner.
9. Coordinate complex technical and administrative activities with staff at all levels, including preparing, scheduling, and arranging public functions of the Fire District.
10. Develop, proofread, edit, and publish major publications, documents, reports, and budgetary and statistical data, ensuring accuracy and a professional appearance.
11. Provide required administrative training, including harassment prevention and HIPAA training, to all Fire District members.
12. Plan, coordinate, and supervise office operations, including fiscal, administrative, human resources, records, and risk management programs.
13. Supervise, direct, train, and evaluate assigned staff.
14. Ensure proper maintenance and security of complex and confidential automated and manual files.

Planning: Play a lead role in facilitating the development of short- and long-term plans that support the Fire District's mission, vision, and values. Evaluate the effectiveness of programs and services and recommend plan adjustments to the Board of Commissioners as needed. In accordance with NIMS guidelines, assist Fire District staff with updating plans and procedures and conducting exercises for the District's Emergency Operations Center and Emergency Plan.

Other Duties/Assignments: Manage the District's public education and community outreach programs. Establish and maintain a positive work environment that emphasizes teamwork. Plan and facilitate staff meetings, committee meetings, Fire District functions, and workshops. Serve on District standing and ad hoc committees as assigned. Attend designated meetings with outside agencies. Participate in state or local organizations related to the fire and emergency

services industries. Perform other duties as assigned.

Education, Experience & Qualifications:

A minimum of five (5) years of managerial experience, or an equivalent combination of experience, education, and training that demonstrates the ability to perform the essential functions of this position at the required performance level.

- Experience in and knowledge of financial, budgeting, and accounting practices for public agencies or fire districts.
- Experience using computer applications, including Microsoft Office applications.
- Willingness to learn new skills and implement current and emerging software.
- Ability to prioritize duties and manage multiple competing priorities in a confidential and professional manner.
- Ability to work effectively as a collaborative team member.
- Ability to solve problems when schedules change or new challenges arise.
- Ability to follow instructions, solve problems, and work with minimal supervision.
- Experience developing and preparing plans, policies, and procedures.
- Expertise in personnel rules and regulations applicable to staff, employees and emergency responders.
- In-depth knowledge of laws and regulations governing fire districts.
- Ability to present policy issues and options to decision makers.
- Ability to prioritize and integrate services with fiscal accountability.
- Detail-oriented, with strong spelling, grammar, and contextual writing skills.
- Professional and courteous telephone, customer service, and public relations skills.
- Ability to work flexible hours based on workload demands and emergency situations.
- Ability to support staff with a variety of responsibilities throughout the organization.
- Ability to demonstrate and maintain a professional demeanor.
- Excellent grammar and oral and written communication skills.
- Knowledge and skills necessary to implement modern filing and records management systems.
- Ability to support staff with a variety of responsibilities throughout the organization.
- Ability to present reports to the Board of Commissioners, staff, and the public.
- Valid Washington State driver's license, or ability to obtain one before the start date of employment.

Personal Attributes

The ideal candidate will:

- Demonstrate confidence, professionalism, and a results-oriented, collaborative leadership style.
- Build effective working relationships with commissioners, staff, volunteers, and community stakeholders.
- Exhibit integrity, sound judgment, and strong interpersonal skills.
- Foster collaboration, consensus-building, and effective decision-making.

- Be approachable and respectful while maintaining the ability to make difficult decisions when necessary.
- Remain dependable, composed, and professional in high-pressure situations.
- Welcome feedback, adapt to changing priorities, and comply with applicable policies and regulations.
- Promote a positive workplace culture and support the overall mission of the Fire District.
- Embrace and uphold the District's mission, vision, values, and goals.
- Demonstrate a commitment to professional development and continuous improvement.
- Participate in required training and development activities.

Desired Knowledge, Skills, and Abilities

- Experience developing and managing annual budgets.
- Strong research, analytical, and report-writing skills.
- Effective public relations and interpersonal communication skills.
- Proven problem-solving and decision-making abilities, including the analysis of complex data.
- Excellent verbal and written communication skills.
- Experience developing, implementing, and evaluating policies and procedures.
- Proficiency with Microsoft Office and financial management software; ability to learn and utilize specialized District and State Fire/EMS reporting systems.
- Knowledge of records management principles and practices.
- Knowledge of financial research methods, statistical analysis, and report preparation.
- Knowledge of federal, state, and local grant programs.
- Familiarity with applicable federal and state laws, local ordinances, and District policies.
- Knowledge of modern office administration and business practices.
- Knowledge of payroll administration, FMLA requirements, and related employment regulations.
- Understanding of financial operations, organizational management, and supervisory practices.
- Knowledge of capital planning, forecasting, and annual audit processes.
- Knowledge of governmental and enterprise accounting principles, including GAAP and applicable regulations.

- Understanding of administrative management practices, budget implementation, team collaboration, and system administration.
- Ability to independently plan, prioritize, and manage work in an administrative or executive office environment.
- Ability to perform complex administrative and technical assignments using sound judgment, initiative, and discretion.
- Ability to interpret and apply laws, regulations, policies, and procedures accurately.
- Ability to prepare professional correspondence, reports, and related documents independently.
- Ability to conduct research, analyze information, and develop well-supported recommendations.
- Ability to evaluate operational processes and implement effective solutions.
- Ability to exercise sound judgment in politically sensitive and confidential matters.
- Ability to work effectively from verbal and written instructions.
- Ability to communicate clearly and professionally with elected officials, external partners, and the public.
- Ability to build and maintain positive relationships through tact, diplomacy, and excellent customer service.
- Ability to represent the District professionally in all interactions.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Ability to establish and maintain effective working relationships and contribute to a team-oriented environment.
- Ability to lead, train, and direct the work of others effectively.

Working Conditions:

The Business Operations Director works primarily in an office environment with frequent interruptions and moderate noise levels. This position requires prolonged periods of sitting and/or standing at a workstation, typically 6–8 hours per day, while performing administrative and computer-based tasks that may be repetitive in nature.

The position may require occasional work outside of normal business hours, including early mornings, evenings, and weekends, to support District operations and organizational needs. Regular lifting of up to 10 pounds and occasional lifting of up to 25 pounds may be required.

In the role of the District's Public Information Officer, occasional field assignments may be necessary. These assignments may involve exposure to adverse weather conditions, uneven or slippery terrain, and other environmental hazards associated with emergency response and community events.

A valid driver's license and the ability to operate a motor vehicle are required. Limited travel within the District and surrounding areas may be necessary.

Other Information:

- Candidates must be willing to submit to a background check and to a Berke Assessment.
- Candidates must be bondable.
- Candidates must have a Driver's license and driving history that meet the department standard.

Benefits:

- District-paid medical, dental, and vision insurance
- Public Employees Retirement System (PERS)
- Paid Sick and Vacation Leave
- Eleven (11) paid holidays per year
- Optional deferred compensation and supplemental insurance programs
- Educational assistance benefits, subject to District approval



125 Delphi Rd NW
Olympia, WA 98502

Business| 360.866.1000 Fax| 360.867.0508
www.mclanefire.org

DATE OF APPLICATION:

POSITION:

POSITION STATUS (CIRCLE ONE):

FULL-TIME PART-TIME VOLUNTEER

INSTRUCTIONS:

ALL QUESTIONS on this form must be answered in complete detail.
If a question does not apply to you, write: NA (not applicable).
Applications must be filed on or before the closing date for the
position. Postmarks will not be accepted.

EQUAL OPPORTUNITY EMPLOYER

PLEASE PRINT IN BLACK OR BLUE INK OR TYPE ALL INFORMATION

SECTION 1 – PERSONAL INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL
PHYSICAL ADDRESS	CITY	STATE ZIP
MAILING ADDRESS (if different from above)	CITY	STATE ZIP
Can you provide proof of a legal right to work in the United States after hire?		☐ Yes ☐ No

PRIMARY PHONE:	ALTERNATE PHONE:
EMAIL ADDRESS (Personal):	

SECTION 2 – DRIVING RECORD INFORMATION

DRIVERS LICENSE NO.	STATE	ISSUED DATE	EXPIRATION DATE
<i>All applicants must complete this section if they have a valid Driver's License. Please complete and sign the attached Washington State Department of Licensing Form DSC-425-020: Driving Record, Release of Interest if issued in WA State.</i>			

SECTION 3 – EDUCATION, TRAINING & SKILLS

	NAME OF SCHOOL	LOCATION (City, State)	GRADUATED	GRADE COMPLETED or DEGREE EARNED
HIGH SCHOOL			YES NO	
COLLEGE			YES NO	
LIST OTHER APPLICABLE EDUCATION, TRAINING OR SCHOOLS ATTENDED:				

SECTION 4 – EMPLOYMENT HISTORY

INSTRUCTIONS: Beginning with your most recent employer, list your work/experience history for the last 10 years and any experience prior to that time which is directly related to the position for which you are applying. A resume does not substitute for this section, please attach.

EMPLOYER/BUSINESS NAME: _____ **Start Date:** _____ **End Date:** _____

ADDRESS: _____ **Supervisors Name:** _____

PHONE: _____ **EMPLOYMENT STATUS (circle one):** Full-time Part-Time Volunteer Per-diem/On-call

May we contact this Employer? YES NO **REASON FOR LEAVING:** _____

DESCRIBE DUTIES/PRIMARY JOB TASKS or FUNCTIONS:

EMPLOYER/BUSINESS NAME: _____ **Start Date:** _____ **End Date:** _____

ADDRESS: _____ **Supervisors Name:** _____

PHONE: _____ **EMPLOYMENT STATUS (circle one):** Full-time Part-Time Volunteer Per-diem/On-call

May we contact this Employer? YES NO **REASON FOR LEAVING:** _____

DESCRIBE DUTIES/PRIMARY JOB TASKS or FUNCTIONS:

EMPLOYER/BUSINESS NAME: _____ **Start Date:** _____ **End Date:** _____

ADDRESS: _____ **Supervisors Name:** _____

PHONE: _____ **EMPLOYMENT STATUS (circle one):** Full-time Part-Time Volunteer Per-diem/On-call

May we contact this Employer? YES NO **REASON FOR LEAVING:** _____

DESCRIBE DUTIES/PRIMARY JOB TASKS or FUNCTIONS:

EMPLOYER/BUSINESS NAME: _____ **Start Date:** _____ **End Date:** _____

ADDRESS: _____ **Supervisors Name:** _____

PHONE: _____ **EMPLOYMENT STATUS (circle one):** Full-time Part-Time Volunteer Per-diem/On-call

May we contact this Employer? YES NO **REASON FOR LEAVING:** _____

DESCRIBE DUTIES/PRIMARY JOB TASKS or FUNCTIONS:

EMPLOYER/BUSINESS NAME: _____ **Start Date:** _____ **End Date:** _____

ADDRESS: _____ **Supervisors Name:** _____

PHONE: _____ **EMPLOYMENT STATUS (circle one):** Full-time Part-Time Volunteer Per-diem/On-call

May we contact this Employer? YES NO **REASON FOR LEAVING:** _____

DESCRIBE DUTIES/PRIMARY JOB TASKS or FUNCTIONS:

Attach additional sheets if necessary.

SECTION 5 - REFERENCES

PERSONAL & PROFFESIONAL REFERENCES <i>(List at least two personal references):</i>			
NAME	ADDRESS	CONTACT PHONE	TYPE OF REFERENCE
NAME	ADDRESS	CONTACT PHONE	TYPE OF REFERENCE
NAME	ADDRESS	CONTACT PHONE	TYPE OF REFERENCE

SECTION 6 – BACKGROUND INFORMATION

McLane Black Lake Fire Department is mindful of its obligation to employ or have as members qualified persons and its entitlement under law to consider an applicant's conviction record as it relates to performance of a particular position.

A CONVICTION RECORD WILL NOT DISQUALIFY YOU FOR EMPLOYMENT UNLESS SUCH RECORD WOULD REASONABLY AFFECT YOUR FITNESS OR ABILITY TO PERFORM THE REQUIREMENTS OF THE POSITION (WHETHER FULL-TIME, PART-TIME OR VOLUNTEER STATUS) FOR WHICH YOU HAVE APPLIED.

Have you ever been convicted of a felony, released from prison, and/or been convicted of any level misdemeanor other than a minor traffic offense?

YES _____ NO _____

If yes, please explain (attach additional supporting documentation, i.e. court orders, rulings, etc.):

SECTION 7 – RELEASE OF INFORMATION & CERTIFICATION OF COMPLETE APPLICATION

To the best of my knowledge, the information contained in this application is true and correct. I understand that falsification of this application will be grounds for elimination from further consideration or, if employed, for termination from employment at any time. I authorize my previous employers to furnish McLane Black Lake Fire Department with my records, including disciplinary actions, reason for leaving and all other information they may have concerning this application and I hereby release them and McLane Black Lake Fire Department from all liability for any damages whatsoever arising there from. I authorize McLane Black Lake Fire Department to conduct necessary investigations of all statements made by me in this application and authorize the Fire District to perform a background check. This application constitutes my complete application.

APPLICANT SIGNATURE: _____ DATE: _____

REVIEW AND APPROVAL BY FIRE CHIEF

This section is required to be completed by the Fire Chief prior to acceptance of the applicant as a member of McLane Black Lake Fire Department.

FIRE CHIEF SIGNATURE: _____ DATE: _____

_____ APPROVED _____ NOT APPROVED