

Administrative Assistant

Overview Under supervision of the Fire Chief, performs support functions to the District, which may include:

- Performs a variety of administrative duties and secretarial tasks for all District management positions.
- Special district board administration.
- Accounts payable.
- Human resource and general District records management.
- May handle material of a confidential nature.
- Performs other duties as assigned.

Representative Duties and Knowledge

Administrative Support:

- Performs as assistant to Fire Chief; clerk to the Board of Directors; provides administrative support as directed by other chief officers.
- Creates, prepares, and distributes correspondence, forms, reports, and District policies; proofreads materials.
- Makes appointments; coordinates meetings, conferences, and teleconferences; arranges travel for chief officers.
- Maintains files, records, purchases office supplies.
- Attends meetings and takes notes or minutes as required.
- Updates board related website content.

Board and Public Engagement:

- Attends Board meetings and prepares the Board agenda, minutes, resolutions, ordinances, and other related matters, taking non-verbatim notes of business transacted.
- Coordinates CERT program.

Financial and IT Support:

- Processes accounts payable.
- Recommends and establishes policies for records management and computer use.
- Serves as the liaison between the Department and the IT provider.
- Must become trained and knowledgeable in District payroll and accounting methods and procedures.

Knowledge and Skills:

- Knowledge of the Ralph M. Brown Act, conflicts of interest and ethics issues.
- Understanding of office procedures, clerical and record-keeping operations.
- Highly skilled in Microsoft 365 applications, Adobe Pro and Zoom.
- Proper English usage, including spelling and punctuation.
- Basic math skills and business etiquette.

Skills and Abilities

- Ability to perform assigned duties independently with minimum supervision.
- Identify problems and implement or recommend solutions.
- Interpret and apply policies and procedures.
- Use tact and discretion, deal effectively with officials, co-workers, and the general public.
- Communicate effectively both orally and in writing.
- Make accurate observations and rapid judgments.
- Give clear oral instructions and deal effectively with the public and co-workers.
- Work cooperatively with others and contribute to a successful team.

Minimum Qualifications

- Three years of varied, increasingly responsible experience in office administration.
- Any combination of training, education, and experience that provides the required knowledge and abilities.
- College education in communications, or public administration may substitute for general experience on a year-for-year basis.
- Possession of a valid California driver's license and a satisfactory driving record.

	<ul style="list-style-type: none"> • Obtain AED and CPR certifications within 6 months of employment. • Must meet the insurability requirements of the District's insurer. • Pass extensive background investigation and medical exam, including drug testing.
Desired Qualifications	<ul style="list-style-type: none"> • Undergraduate Degree in Communications, or Public Administration • Ralph M. Brown Act Training • AB 1234 Ethics Training
Other Requirements	<p>To be completed within two years of appointment:</p> <ul style="list-style-type: none"> • California Special District Association Board Secretary / Clerk Certification • Basic ICS (I-100, I-200, I-700.B, I-800.D) • Community Emergency Response Team (IS -317) and Train the Trainer
Physical Demands and Working Environment	<p>Physical: The position requires the ability to sit for extended periods, use standard office equipment, and occasionally lift up to 20 pounds. The work environment is primarily in an office setting with a moderate noise level.</p> <p>Environmental: The position is primarily based in a climate-controlled office environment with moderate noise levels. Occasional travel for meetings or errands may be required, exposing the assistant to varying weather conditions. Regular use of computers and standard office equipment is expected.</p>
