

## Administrative Assistant

Overview	<p>Under supervision of the Fire Chief, performs support functions to the District, which may include:</p> <ul style="list-style-type: none"> <li>• Performs a variety of administrative duties and secretarial tasks for all District management positions.</li> <li>• Special district board administration.</li> <li>• Accounts payable.</li> <li>• Human resource and general District records management.</li> <li>• May handle material of a confidential nature.</li> <li>• Performs other duties as assigned.</li> </ul>
Representative Duties and Knowledge	<p><b>Administrative Support:</b></p> <ul style="list-style-type: none"> <li>• Performs as assistant to Fire Chief; clerk to the Board of Directors; provides administrative support as directed by other chief officers.</li> <li>• Creates, prepares, and distributes correspondence, forms, reports, and District policies; proofreads materials.</li> <li>• Makes appointments; coordinates meetings, conferences, and teleconferences; arranges travel for chief officers.</li> <li>• Maintains files, records, purchases office supplies.</li> <li>• Attends meetings and takes notes or minutes as required.</li> <li>• Updates board related website content.</li> </ul> <p><b>Board and Public Engagement:</b></p> <ul style="list-style-type: none"> <li>• Attends Board meetings and prepares the Board agenda, minutes, resolutions, ordinances, and other related matters, taking non-verbatim notes of business transacted.</li> </ul> <p><b>Financial and IT Support:</b></p> <ul style="list-style-type: none"> <li>• Processes accounts payable.</li> <li>• Recommends and establishes policies for records management and computer use.</li> <li>• Serves as the liaison between the Department and the IT provider.</li> <li>• Must become trained and knowledgeable in District payroll and accounting methods and procedures.</li> </ul> <p><b>Knowledge and Skills:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of the Ralph M. Brown Act, conflicts of interest and ethics issues.</li> <li>• Understanding of office procedures, clerical and record-keeping operations.</li> <li>• Highly skilled in Microsoft 365 applications, Adobe Pro and Zoom.</li> <li>• Proper English usage, including spelling and punctuation.</li> <li>• Basic math skills and business etiquette.</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• Ability to perform assigned duties independently with minimum supervision.</li> <li>• Identify problems and implement or recommend solutions.</li> <li>• Interpret and apply policies and procedures.</li> <li>• Use tact and discretion, deal effectively with officials, co-workers, and the public.</li> <li>• Communicate effectively both orally and in writing.</li> <li>• Make accurate observations and rapid judgments.</li> <li>• Give clear oral instructions and deal effectively with the public and co-workers.</li> <li>• Work cooperatively with others and contribute to a successful team.</li> </ul>
Minimum Qualifications	<ul style="list-style-type: none"> <li>• Three years of varied, increasingly responsible experience in office administration.</li> <li>• Any combination of training, education, and experience that provides the required knowledge and abilities.</li> <li>• College education in communications, or public administration may substitute for general experience on a year-for-year basis.</li> </ul>

Minimum Qualifications (cont)	<ul style="list-style-type: none"> <li>• Possession of a valid California driver’s license and a satisfactory driving record.</li> <li>• Obtain AED and CPR certifications within 6 months of employment.</li> <li>• Must meet the insurability requirements of the District’s insurer.</li> <li>• Pass extensive background investigation and medical exam, including drug testing.</li> </ul>
Desired Qualifications	<ul style="list-style-type: none"> <li>• Undergraduate Degree in Communications, or Public Administration</li> <li>• Ralph M. Brown Act Training</li> <li>• AB 1234 Ethics Training</li> </ul>
Other Requirements	<p>To be completed within two years of appointment:</p> <ul style="list-style-type: none"> <li>• California Special District Association Board Secretary / Clerk Certification</li> </ul>
Recommended Training	<ul style="list-style-type: none"> <li>• I-100: Introduction to the Incident Command System</li> <li>• I-200: Basic Incident Command System</li> <li>• I-700.B: An Introduction to the National Incident Management System</li> <li>• I-800.D: National Response Framework, an Introduction</li> <li>• California Special District Association Governance Academy or equivalent</li> </ul>
Physical Demands and Working Environment	<p><b>Physical:</b></p> <ul style="list-style-type: none"> <li>• The position requires the ability to sit for extended periods, use standard office equipment, and occasionally lift up to 20 pounds.</li> </ul> <p><b>Environmental:</b></p> <ul style="list-style-type: none"> <li>• The position is primarily based in a climate-controlled office environment with moderate noise levels.</li> <li>• Occasional travel for meetings or errands may be required, exposing the employee to varying weather conditions.</li> <li>• Regular use of computers and standard office equipment is expected.</li> </ul>