

Job Description – District Administrative Assistant

Preface: The Felton Fire Protection District is an equal opportunity employer. All qualified people will be considered for employment without regard to race, color, religion, gender, age, marital status, disability status and/or veteran status. The Fire District values the uniqueness and diversity of each of our members. We believe our strength lies in our ability to reflect the community we serve.

NATURE OF WORK:

The District Administrative Assistant position is a non-uniformed position responsible for the management of major financial functions of the District and ensuring that legal administrative requirements are met. The District Administrative Assistant is a confidential member of the District, who works closely with District Board members and the Fire Chief to accomplish the goals and objectives of the District. The District Administrative Assistant provides administrative support to the Fire Chief as well as members of the Board.

The District Administrative Assistant is responsible for the direction and oversight of any assigned activities. The District Administrative Assistant works to seamlessly integrate financial and operational functions of the District by accurately reporting of the District's finances, and the timely completion of reports and other tasks. The District Administrative Assistant is a confidential employee, and the applicant is expected to exercise discretion.

SUPERVISORY RELATIONSHIPS: The District Administrative Assistant reports to the Fire Chief but operates with significant autonomy and is granted independent judgement under general supervision.

ESSENTIAL FUNCTIONS:

1. The District Administrative Assistant attends Board of Director meetings to record the minutes of the meeting. Working with the Fire Chief, the District Secretary prepares the agenda, board packet, minutes and reports, resolutions, policies, notices and posting of such. Keeps the Fire Chief and the Board of Directors informed of pertinent business of the District, to include the financial status of the District.
2. Works as the audit liaison when audits are conducted.
3. Monitors internal operations and procedures to ensure compliance with policies, procedures, regulations, agreements. Makes recommendations for process improvements when required.
4. Maintains confidentiality when handling sensitive or legally protected information.
5. Prepares, reviews, and completes reports within assigned areas of responsibility. Manages preparation and review of payroll and the disbursement of personnel benefits. Completes quarterly reports as necessary.
6. Serves as the point of contact for CAL PERS related issues.
7. Appropriately administers employment contracts and collective bargaining agreements when directed.
8. Prepares invoices and maintains an accounts receivable tracking system.
9. Maintains the financial records of the District and reconciles with the County reports.
10. Manages the security of employee information and District files.
11. Distributes payroll.

12. Administers grant reimbursements, service billing, and assorted payables or receivables which are paid to or owed to other governments outlined in contracts or local agreements.
13. Remains competent in the operation of various computer programs relative to the District's personnel, accounting, budgeting, payroll, accounts payable, accounts receivable, retention and word processing.
14. Perform updates to the office manuals, policies and standard operating guidelines as directed.
15. Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of fire district policies and procedures, and ability to make policy recommendations.
- Knowledge of the principles of human resource management, government accounting and budgeting, and special district administration.
- Must read, write, and communicate fluently in the English language.
- Ability to read, review, and interpret a variety of materials including rules, laws, reference standards, manuals, periodicals.
- High degree of digital literacy, including fluency in MS Office, Word and Excel.
- Possess the ability and propensity to act independently, seek counsel when appropriate, accept constructive criticism, and adapt to changes in business practices.
- Participate in continuing education programs to become informed of new laws with regard to financial, employee and legal requirements needed for the District.
- Perform tasks with attitude and appearance that reflect professionalism.
- Physical ability to perform the job.

WORKING ENVIRONMENT:

Typically, work is performed indoors in an office environment. Work may include travel in District vehicles to other locations for meetings. Office work typically includes sitting, standing, walking, infrequent lifting (25lbs or less), and frequent use of general office equipment.

As the most visible administrative staff position in the District, the incumbent will regularly be the first point of contact for citizens, deliveries, and other and service providers in the office.

EDUCATION AND EXPERIENCE:

- High School Graduation required.
- Previous work experience in government preferred.
- Any combination of education and experience that provides the desired knowledge, skills, and abilities to perform the essential duties of the position.

LICENSES AND CERTIFICATES:

- California State Driver's License