



Posting For Immediate Hire

Open until filled

District Administrative Assistant

About the Felton Fire Protection District:

The Felton Fire Protection District is an all-risk fire agency situated in the northern end of Santa Cruz County. The district is approximately 6 square miles and responds to approximately nine hundred calls for service a year. The district is presently being restructured internally and is looking to increase its operating budget in fiscal years 26/27 for increased staffing and support needs that will allow for the continuation of services by the district.

About the position:

The District Administrative Assistant works at the direction of the Fire Chief.

Typical duties include processing accounts, payroll, annual filings, proof reading, record processing, record filing, clerical assistance and report data entry. Additionally, the District Administrative Assistant attends the Felton Board of Directors meetings to take minutes and is also responsible for the posting of agendas and processing of correspondence from the Board.

Minimum requirements:

- 18 years of age
- Valid high school diploma or equivalency
- Valid California driver's license
- Must be capable of passing a background check

Desirable skills and knowledge

- Any amount of skill or certification that would allow the applicant to effectively perform the job of Administrative Assistant.
- Knowledge of Santa Cruz County payroll and county processes.
- Knowledge of fire district or local government administrative operations
- Knowledge of Roberts Rules of Order, the Ralph M Brown act, CA public record act

Schedule:

Two eight-hour days per 7-day week or any combination thereof that would still allow for the continued administrative operations of the District. May also be required to attend meetings afterhours on a limited basis.

Compensation:

\$25- \$35 dollars per hour, negotiable based on training and experience
5 days personal time off per calendar year

Application process:

Resume review and an interview with the Fire Chief

How to apply:

Interested applicants should submit a resume with cover letter to firechief@feltonfire.com

Applicants with questions should contact the district office at (831) 335-4422 or the Fire Chief directly at (831) 252-8001