



## Felton Fire Protection District

131 Kirby Street, Felton CA 95018

Office (831) 335-4422

# District Administrative Assistant & Board Secretary

**Status**     **Part-Time | Immediate Hire | Open Until Filled**

**Location**   **Felton, CA**

### About the Felton Fire Protection District

The Felton Fire Protection District (FFPD) is a dedicated all-risk fire agency serving approximately six square miles in Northern Santa Cruz County. With an annual call volume of roughly 900 incidents, we are a vital pillar of the community.

FFPD is currently undergoing an exciting period of internal restructuring and growth. We are actively preparing for increased staffing and expanded operations in the 2026/2027 fiscal year. We are looking for a detail-oriented professional to join our team and provide the administrative backbone necessary to support this evolution.

### The Position

Reporting directly to the Fire Chief, the **District Administrative Assistant & Board Secretary** is a dual-function role critical to the District's daily operations and governance. You will manage essential financial and clerical tasks while ensuring the Board of Directors operates transparently and in compliance with state regulations.

### Key Responsibilities:

- **Financial Administration:** Manage accounts payable, accounts receivable, and payroll processing.
- **District Records:** Oversee record processing, filing, and annual compliance filings.
- **Executive Support:** Provide high-level clerical support, including proofreading and correspondence.
- **Board Secretary Duties:** Coordinate and post Board agendas, record meeting minutes, and manage all Board-related correspondence.



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## Qualifications

### Minimum Requirements:

- At least 18 years of age.
- High School Diploma or equivalent.
- Valid California Driver's License.
- Ability to pass a comprehensive background check.
- Proven administrative experience or certifications demonstrating the ability to perform the duties of an Administrative Assistant.

### Desirable Skills & Knowledge:

- **Software Proficiency:** Google Workspace (Docs, Sheets, Drive) and Microsoft Office 365.
- **Local Government Expertise:** Familiarity with Santa Cruz County payroll systems and fire district administrative operations
- **Regulatory Knowledge:** Understanding of the Ralph M. Brown Act, California Public Records Act, and Robert's Rules of Order
- **Retirement Systems:** Knowledge of PERS and PERL retirement system administration

## Schedule & Compensation

- **Hours:** 16 hours per week (typically two 8-hour days), with flexibility on the specific schedule to ensure operational coverage
- **Meetings:** Occasional evening hours required for Board of Directors meetings
- **Pay Range:** **\$25.00 – \$35.00 per hour**, negotiable based on experience and training
- **Benefits:** 5 days of Personal Time Off (PTO) per calendar year

## How to Apply

- **Interested candidates** should submit a **resume and cover letter** to:
  - **Fire Chief Isaac Blum**
  - [firechief@feltonfire.com](mailto:firechief@feltonfire.com)
- **Questions:**
  - Contact Mark Anderson at **(831) 335-4422** or Fire Chief at **(831) 252-8001**