

Administrative Assistant Job Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. Employees acting in this position will be held to this standard as well as that of their assigned rank.

Summary Job Description

Under supervision of the Fire Chief, performs support functions to the District which include human resources, records management, public information, public education, public speaking, computer and network administration, and special district board administration; performs a variety of secretarial duties and administrative tasks for all District management positions; performs other duties as assigned; may handle material of a confidential nature.

Representative Duties and Knowledge

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Duties regularly include, but are not limited to the following: performs as assistant to Fire Chief; clerk to the Board of Directors; provides administrative support as directed by other Chief Officers. Serves as the liaison between the Department and the IT consultants. Assists District Accountant with processing accounts payable. Oversees and maintains website content and AM radio programming. May participate in public education programs, public information officer activities, and other related programs and services.

Coordinates the MERRAG/CERT program including training and activation procedures.

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

Creates, prepares and distributes correspondence, forms, reports, and District policies; proof reads materials; makes appointments; coordinates meetings, conferences, and teleconferences; arranges travel for Chief Officers; prepares visually appealing reports, newsletters, training materials, manuals, forms, etc.; maintains files, records, and computer data; attends meetings and takes notes or minutes as required; purchases office supplies; recommends and establishes policies for records management and computer use.

Must become trained and qualified to act as emergency call-taker. Must become trained and knowledgeable in District payroll and accounting methods and procedures. Knowledge of: the Ralph M. Brown Act, conflicts of interest and ethics issues; office procedures, clerical and record keeping operations; computer networking, Microsoft operating systems, Microsoft Office, Microsoft Publisher, Adobe InDesign, Adobe Distiller; proper English usage, including spelling and punctuation; basic math skills; business etiquette.

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; ability to communicate effectively both orally and in writing and deal effectively with the public.

Minimum Qualifications:

Type at 50 words per minute and, three years of varied increasingly responsible office administration, computer information technology and public relations/public information experience; or, any combination of training, education, and experience that would provide the required knowledge and abilities. College education in communications, information technology, or public administration, may be substituted for general experience on a year-for-year basis.

Job performance will be reviewed annually.

Possession of an appropriate California Driver's License, and a satisfactory driving record; Automatic External Defibrillator and Cardiopulmonary resuscitation certifications.

Must meet insurability requirements of District's insurer(s). If applicant is not already a full time employee of the Montecito Fire Protection District, prior to appointment, applicant must pass an extensive background investigation and medical exam, including drug testing.

A salaried, non-exempt position covered by the Memorandum of Understanding between the District and Staff. Work schedule: a 40-hour workweek; 8 a.m. to 5 p.m., Monday through Friday, or alternative schedule approved by Fire Chief.

Overtime earned at one and one-half the regular rate for all hours actually worked in any work day over 8 hours or any workweek in excess of 40 hours. Responds as required when called in from off duty for emergencies.

Desired Training

Undergraduate Degree in Communications, Information Technology, or Public Administration
Public Relations or Public Officer Experience
Computer Network Administration
Website Management
Disaster Preparedness / Response Training
California Special District Association Board Secretary / Clerk Certification
Ralph M. Brown Act Training
AB 1234 Ethics Training

Required Training (Must be completed within two (2) years of appointment.)

California Special District Association Governance Academy or equivalent
Basic ICS (I-100, I-200, I-700, I-800)
Introduction to Information Officer (S-203)
Information Officer (S-403)

Community Emergency Response Team (IS -317) and Train the Trainer
Other Requirements

Subject to a one year probationary period. This means that during this one year testing period the employee is subject to separation from the District without right to any administrative or civil appeal or challenge. Accordingly, no showing of good cause is required as a condition precedent to separation of a probationary employee.

Physical Demands and Working Environment

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical:

General office type work.

Environment:

The classification generally works in a climate controlled office setting.