

PIONEER FIRE PROTECTION DISTRICT

JOB DESCRIPTION

Position Title: Administrative Assistant Part Time

Reports To: Fire Chief

Status: Part Time – 24 to hour work week

FLSA Status: Non-exempt

Salary: \$15.30 – \$16.00 Hourly

POSITION SUMMARY:

The Administrative Assistant performs a variety of routine and complex clerical and administrative work/duties; answering phones; provides information and assistance to the public; providing customer assistance; word and data processing; record keeping; bookkeeping/accounting; performs data entry to process a variety of forms and documents; types memos and correspondence;

SUPERVISION RECEIVED:

Works under the direct supervision of the Fire Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide administrative support to Administrative Staff (Fire Chief)

- Reports to the Fire Chief to make sure governing board has all required, pertinent, necessary and available information in order for them to make knowledgeable decisions regarding the district.
- Post Board meeting agendas.
- Prepare Board packets and deliver when necessary.
- Serves as the secretary for attendance at Board meetings, taping the meeting, taking minutes, typing, and making available draft minutes within three (3) days from the Board meeting.

Coordinate and administer payroll functions according to District and County policy, to include:

- Collect and verify employee timesheets with regards to time worked, time off, and overtime.
- Input payroll information into county programs and forms. In addition, QuickBooks (or similar payroll system) and/or other adopted payroll software with regards to straight time, overtime, paid time off, and other special pay
- After approval of payroll, submit payroll for processing
- Maintain payroll software and records with regards to pay rates, leave accrual rates and balances, approved payroll deductions, benefits, and anniversary dates for pay adjustments
- Insure that proper taxes and other required documents are filed on a timely basis
- Insure that all employees and/or contractors receive W2's, 1099's and other forms as required on a timely basis

Process accounts payable, to include:

- Maintaining purchase orders
- Reconcile invoices with packing slips and other necessary documents
- Input payables into county green sheets or other adopted accounting software in the appropriate categories; obtain signatures, and distribute to vendors

PIONEER FIRE PROTECTION DISTRICT

- Maintain petty cash
- Make deposits as needed

Maintain accounts receivable:

- Ensure that our contracts are current
- Complete appropriate paperwork and submit billings on a timely basis
- Follow up on billings as needed

Maintain and prepare financial information, to include:

- Maintaining records and balances of taxes collected to date and financial account balances
- Working with the Fire District contracted accountant, insure that financial reports are created
- Assist in the preparation of the Fire District annual budget
- Maintain records regarding expenditures and balances in program areas and line items
- Research, compile, and prepare information for the Fire District auditor

Set up and maintain computer and paper files to include:

- General Files (correspondence, contracts, information)
 - Employee personnel (except Chief and Office Mgr.) and medical files
 - Accounts payables and receivables
 - Fire Board meeting notices, agendas, and minutes
 - Manage and maintain the District's permanent records.
 - Process Public Information Requests
- Answer telephones and give information to caller, take messages, or transfer calls to appropriate individuals.
 - Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs.
 - Manage district faxes, both incoming and outgoing.
 - Attend meetings, type notes, prepare routine correspondence, prepare letters, labels, envelopes, documents and reports.
 - Opens district addressed mail (not if addressed to an individual), distribute incoming mail and other material.
 - Research information; compile data and reports as requested by the Chief.
 - Run errands as needed, including, but not limited to posting agendas, picking up mail, going to the bank or County Auditor/Treasurer.
 - Ensure good employee and community relations through demonstration of a positive attitude and good customer service.

Perform other tasks as assigned:

- Assisting in the permit process
- logging, tracking and assessing fees and receiving payments
- Performing work within proprietary computer programs that may involve statewide automated systems
- Types and prepares a variety of forms letters, memos, reports and related documents
- Schedules appointments
- Prepares notices, reports, flyers, letters, or other documents and information
- Performs basic tracking duties for financial records within assigned programs
- Maintains electronic and physical files
- Compiles data and maintains forms and spreadsheets
- Manages confidential information and data that may include medical charts

PIONEER FIRE PROTECTION DISTRICT

- Verifies that information or data is complete, accurate and consistent

MINIMUM QUALIFICATIONS:

- 19 years of age or older
- High school diploma or G.E.D. equivalent
- Two (2) years of general office/clerical experience, or an equivalent combination of education and experience
- Valid California Driver's License
- Speak, read, and write the English language
- Meet insurability requirements of the District's insurance carrier

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of administrative procedures, practices and principals.
- Knowledge of basic accounting, bookkeeping, and business practices and methods.
- Knowledge of general office equipment.
- Knowledge of computer software including, but not limited to Microsoft Office, QuickBooks, word processing, database and spreadsheet applications.
- Skill in customer service and ability to quickly establish a rapport with people.
- Skill in filing, maintaining file room, and organization.
- Skill in establishing and maintaining effective working relationships with others or team.
- Skill in multi-tasking with ability to change directives quickly.
- Skill in written and oral communications.
- Skill in establishing and maintaining effective working relationships with elected officials, employees, business and professional groups and the general public.
- Skill in working well under pressure in a multi-tasking environment
- Operations, services and activities of assigned department.
- Modern office practices, including computers and assigned software.
- English grammar, vocabulary, spelling, and punctuation.
- Recordkeeping and filing practices.
- Processing requirements for specific forms and applications.
- Principles and practices of customer service.
- Basic principles of the automated systems used in the department.
- Methods and techniques of typing correspondence, documents and spreadsheets
- Basic mathematics such as addition, subtraction, multiplication, division, decimals, fractions and percentages.
- Applicable state and federal guidelines and regulations.
- Type with speed and accuracy.
- Interpret and apply department policies and procedures.
- Perform typing and filing duties.
- Respond to citizen's questions and direct to other staff as necessary.
- Enter data accurately into automated system.
- Handle and process confidential and sensitive information.
- Make basic mathematic calculations.
- Communicate effectively, both orally and in writing.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

SUPERVISION DEMONSTRATED:

PIONEER FIRE PROTECTION DISTRICT

This is a non-supervisory position. Lead work/coordination of the work of others is not a typical function assigned to this position; however, incumbents in this position may provide some training and orientation to newly assigned personnel.

PHYSICAL DEMANDS:

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl. Use of office equipment including computers, telephones, calculators, copiers, and fax machine.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

Work is performed in an office environment; continuous contact with staff and the public. The noise level in the work environment is usually moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and member and is subject to change by the employer as the needs of the employer and requirements of the job change.