

# **Aptos/La Selva Fire Protection District**

## **ADMINISTRATIVE ASSISTANT**

### **Job Description**

#### **THE POSITION:**

The Administrative Assistant performs complex administrative support duties and public contact duties within the administration office. The Administrative Assistant provides support to the administration staff, chief officers, line staff, and board members as required. This is a forty-hour per week position serving under the direction of the Director of Business Services.

#### **TYPICAL DUTIES:**

Provides administrative support consisting of typing, copying, collating reports, data entry, brochure preparation, and filing.

Answers office telephones; routes calls to appropriate staff member; responds to citizen inquiries; distributes public information; refers inquiries to staff members as necessary. Serves as primary point of contact for persons coming to the Administration Office seeking department assistance.

Controls and maintains department Standard Operating Procedures and Emergency Operating Procedures books.

Issues burn permits in conformance with department policy.

Issues copies of incident reports in conformance with department policy.

Coordinates the enrollment and document control for department CPR classes.

Schedules meetings for District staff and maintains conference room schedule. Posts meeting schedule on front doors each day.

Sort and route incoming mail to appropriate staff member and prepare outgoing mail.

Monitors office supply inventories; orders items as required. Creates and maintains department letterhead and business cards.

Controls, maintains, and updates the department web page. Publishes monthly updates on the web page.

Assists in the preparation of board agendas and packets. Transcribes recorded board minutes.

Conducts both shipping and receiving functions for the department.

Coordinates annual Second Harvest Food Drive, Toys for Tots, and various other charitable programs as assigned.

Performs other related duties as assigned.

**Organizational structure includes two Administrative Assistant positions, the following duties will be assigned based on administrative needs.**

Processes payroll and maintains department timekeeping.

Performs employee benefit plan administration including plan enrollments, cancellations, and status changes.

Controls and reconciles department petty cash fund.

Receives and tracks expenditure requests, invoices, and related supporting documents; processes accounts payable; prepares claims for submission to the County Auditor-Controller.

Prepares invoices and tracks collections against those invoices.

Prepares deposits of collected funds to County Treasurer.

**ESSENTIAL FUNCTIONS:**

It is essential that this position have the ability to effectively communicate and maintain positive working relationships with peers, superiors, public safety personnel, and members of the public in a professional and appropriate manner.

**KNOWLEDGE AND ABILITIES:**

Ability to perform functions in a manner consistent with applicable laws, rules, and District procedures; maintain confidentiality of sensitive information; type 55 wpm accurately; use computer, computer software, and a full range of modern office equipment; carry out a variety of complex oral and written instructions in a timely manner; perform basic mathematical computations accurately; coordinate and prioritize workload in an environment characterized by

many interruptions; establish and maintain professional and effective work relationships with co-workers, Board Members and citizens.

**MINIMUM QUALIFICATIONS:**

- Possession of a high school diploma or GED certificate, and
- Any combination of the training and experience which would indicate possession of the knowledge, skills, and abilities required to perform the duties listed above.

**Desirable Qualifications:**

- AA, AS, BA, or BS in Business Administration, Public Administration, or other pertinent majors.