

FIRE EXECUTIVE ASSISTANT/OFFICE ADMINISTRATOR

(Confidential)

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed in a job.

DEFINITION

To perform a variety of technical level administrative duties in support of the Fire Chief; to assist in the day-to-day administration and operations of the American Canyon Fire Protection District; and to provide technical assistance to management and District staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Fire Chief.

DISTINGUISHING CHARACTERISTICS

The Fire Executive Assistant / Office Administrator is distinguished from other City classifications as it is reserved for the Fire Protection District, a separate local government agency, performing duties under the direction of the Fire Chief and/or Assistant Chief.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Function as the Office Administrator overseeing all aspects of the District Administrative Offices.
- Perform technical duties in support of human resource to include, but not limited to, managing employee files, wage and benefits administration, payroll processes and day to day budget accounting and oversight.
- Compile data and prepare reports / summaries of financial data to be used for budgeting.
- Process monthly, quarterly and yearly reports including but not limited to workers' compensation reports, tax and unemployment transmittals and reports.
- Process all incoming invoices, makes bank deposits and accounting records entries.
- Maintain District accounting system.
- Maintain all official documents including, but not limited to, Board documents, contracts and fee schedules.
- Prepare and distribute agendas for Board Meetings.
- Create Board packets for monthly, quarterly or Special Board meetings.
- Prepare and transcribe minutes from meetings and distribute minutes in accordance with District Policies and Procedures.
- Maintain contracts with outside vendors.
- Maintain website by uploading monthly reports and other public information.
- Assist with other social media applications.
- Prepare correspondence for District on behalf of the Fire Chief and Board of Directors.
- Coordinate conferences and outside training approved by the Fire Chief for District personnel.

- Respond to requests for documentation; explain and interpret policies and procedures to District personnel, the public and other governmental agencies.
- Assist in performing and conducting studies, special projects, administrative and technical functions; perform research and data collection; prepare draft technical and administrative reports and technical documents.
- Assist with the administration of various programs and projects related to District operations, including, but not limited to, fire service fees, operational permits, and weed abatement.
- Research, compile and present financial data for programs and actions.
- Assist with contract administration and compliance.
- Perform a variety of technical accounting activities including accounts payable, accounts receivable and cash receipts; assist with researching and compiling financial data for annual and mid-year budget preparation; monitor and classify expenditures; track and reconcile bills; produce budget reports; research and resolve discrepancies both internally and with related public safety governmental agencies.
- Establish and maintain a wide variety of filing and reporting systems; develop record keeping procedures; provide information to parties.
- Compile and develop information for special studies and reports from a variety of resources including other local agencies or local agencies providing public safety services; collect, compile and report findings and recommendations.
- Prepare personnel (safety and nonsafety) related documentation and reports; prepare and process workers' compensation documents and maintain reporting systems for leave and related intergovernmental public safety agency reimbursement.
- Assist with the preparation of and record keeping for grant programs.
- Provide administrative and technical support to the Fire Chief and District staff.
- Independently respond to letters, e-mail and general correspondence.
- Build and maintain positive working relationships with co-workers, other employees, related public safety governmental agencies and the public using principles of good customer service.
- Perform other duties assigned by the Fire Chief

EMPLOYMENT STANDARDS

Note: The level and scope of the knowledge, skills, and abilities listed in this section are related to the job duties as defined under Distinguishing Characteristics.

Knowledge of:

- Principles and practices of research and data collection, project coordination, and report preparation.
- Modern office equipment, methods, procedures, and computer hardware and software.
- Principles of budget monitoring.
- Techniques and principles of effective interpersonal communication.
- Principles and methods of business letter and report writing.
- Principles and practices of record keeping.
- Public relations techniques.
- Principles and practices of safety management.
- Pertinent local, State and Federal laws and regulations, codes, ordinances, District functions, policies, rules and regulations.
- Research methods and techniques.

- Computer software, including word processing, data base, spreadsheet and accounting applications.
- English usage, spelling, punctuation and grammar; and arithmetic, basic mathematical calculations and statistics and statistical methods.
- Report writing techniques.
- Principles and practices of customer service.

Ability to:

- Independently perform a variety of administrative and technical duties including research, compilation and report development in support of District activities and programs.
- Operate a personal computer utilizing spreadsheet, word processing and database software at an intermediate to advanced level.
- Collect, compile, organize and present a variety of data in a meaningful way.
- Develop and implement various data collection and reporting systems.
- Interpret, apply and explain laws, rules, code and District policies and procedures.
- Review budget submissions and revisions for mathematical and accounting accuracy.
- Review documents and operational procedures; interpret, identify, explain and problem solve issues and recommend corrective action.
- Compose professional quality correspondence and letters; write technical reports.
- Maintain confidentiality of a wide range of sensitive information when involved with human resource, payroll or other confidential issues.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Minimum Qualifications

Experience: Five years of responsible administrative and technical experience in a Public Agency, preferably Public Safety.

Education: Equivalent to an Associate's degree from an accredited college or university with course work in public or government administration, business administration, finance, accounting, industrial relations or a related field based on area of assignment. A Bachelor's degree is highly desirable.

Note: Additional qualifying experience may substitute for the education on a year- for-year basis for up to two years of education, provided that it was a public safety agency or a California special district.

License Requirement:

Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

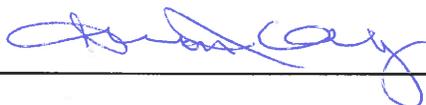
Physical Requirements:

Work is performed in a typical office environment for a public safety governmental agency. (1) Mobility: frequent use of keyboard; frequent sitting for a long period of time; occasional bending or squatting. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6). Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Other Requirements:

The position may require evening or weekend work with some regularity. The Fire Chief shall determine the actual work schedule based on the needs of the District.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Fire Executive Assistant/ Office Administrator	3/2/16			3102	Non-Exempt	3

APPROVED: 
Administrative Services Director

Date: 3/10/16