

LAKE VALLEY FIRE PROTECTION DISTRICT

“Serving the Community Since 1947”

Chad Stephen, Fire Chief

Board of Directors

John Rice
Leona Allen
Brian Hogan
Ron Sitton
Irene Kaelin



Job Description:

ADMINISTRATIVE ASSISTANT CLERK OF THE BOARD

Wage range: \$34.54 TO \$40.25/HR – 24 to 34 HOURS

Benefits: California Public Employees Retirement System – 2% at 62 retirement formula; \$250 per month Tahoe residence differential; self-insured vision plan at \$300 per year with \$25 deductible; access to District Cafeteria Plan for health insurance. Holidays and paid time off.

DISTRICT DESCRIPTION

Lake Valley Fire Protection District is an “all risk” emergency services agency, primarily serving the residents of El Dorado County in the Lake Tahoe Basin area. The District includes two full-time fire stations and one seasonal station that is rented out to Cal Fire. The primary administrative station is in Meyers and the main office is open to the public during normal business hours.

SUMMARY JOB DESCRIPTION

Under direction of the Fire Chief and the Board of Directors: runs the front office and is the primary point of contact for public interaction with the Fire District; performs a wide variety of responsible and complex administrative, technical, programmatic, confidential and supportive duties to assist in the overall management of the District; serves as a liaison with other agencies and the County of El Dorado support services staff.

IDENTIFYING CHARACTERISTICS

This position is expected to function with very little direct oversight and with a great deal of sensitivity. This position provides administrative support to the District in areas such as Personnel records, accounts payable/receivable, payroll and Board of Directors support.

REPRESENTATIVE DUTIES

- Record and prepare minutes from monthly Board of Directors meeting; compile and send out Board of Directors packets
- Maintain Board of Directors meeting notebook
- Write, edit, proofread, and publish correspondence, reports, proposals and other documents
- Create and maintain spreadsheets and generate weekly, monthly and custom reports
- Maintain and prepare accounts payable
- Maintain and prepare accounts receivable
- Maintain and prepare bank deposits
- Maintains payroll records including employee evaluations, disciplinary actions, Workers Compensation claims, etc.
- Maintains personnel files and records for management personnel
- Maintain personnel leave records
- Maintain Flexible Benefits account
- Maintain Vision account
- Maintain Development Fee account
- Maintain General Ledger Account

- Maintain CalEMA Roof Grant Account
- Maintain Petty Cash Account
- Maintain Principal Life Account
- Maintain Cal Card Account
- Prepare monthly JPA bills
- Prepare and submit STPUD Yearly Rental Invoice
- Prepare and submit parcel tax billing to El Dorado County
- Coordinate, prepare and invoice for all strike team assignments for engines and crew
- Maintain all office machines i.e. copier, fax machine, etc.
- Prepares and coordinates postings and distribution of legal notices for public meetings
- Coordinate annual audit with Auditor/CPA
- Liaison to voice mail service
- Liaison to El Dorado County Information Services Department
- Liaison to El Dorado County Auditor's Office
- Liaison to CalPERS retirement system
- Liaison to CalPERS health insurance system
- Initiates, organizes, maintains and controls access to filing systems and records including highly sensitive files
- Conducts periodic retention and purging of files in compliance with applicable guidelines
- Utilizes various computer applications and software packages
- Maintain health, dental and vision insurance
- Maintain purchase order database
- Order all office supplies
- Answer and screen incoming calls; transfer calls to voice mail system for delivery of accurate messages
- Maintain District Facebook page, PIO desirable
- Participates in special projects as assigned

MINIMUM QUALIFICATIONS

- Minimum 18 years of age (provide birth certificate)
- High School Diploma or GED equivalent (provide diploma)
- Valid California or Nevada Class "C" Driver's License (provide current DMV printout with license status and violations)
- Must be a US Citizen or legal resident with permission to work in the United States.

Knowledge of:

- Operational characteristics, services, and activities of assigned functions, programs and operations.
- Basic functions and organization of the fire service, municipal government and Special Districts.
- Work organization principles and practices.
- Modern office procedures, methods, and equipment including computers.
- Computer applications such as word processing, spreadsheets, and statistical databases.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Principles of business letter writing and report preparation.
- Methods and techniques of public relations.
- Principles and procedures of record keeping.
- English usage, spelling, grammar and punctuation.
- Pertinent federal, state and county laws, codes and ordinances.

Ability to:

- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities
- Understand, interpret, and apply administrative and department policies and procedures as well as pertinent laws, regulations and ordinances.
- Perform responsible programmatic and administrative duties involving the use of independent judgment and personal initiative.

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, compile, analyze and interpret data.
- Compose general correspondence, press releases, letters and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Provide positive customer service to constituents

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

- Primary functions require sufficient physical ability and mobility to work in an office setting, including: standing or sitting for prolonged periods of time, occasionally stoop, bend, kneel, crouch, reach, and twist; lift, carry, push and/or pull light to moderate amounts of weight; operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information successfully.
- Work is performed primarily in a standard office environment within a fire house with extensive public contact and constant interruptions.
- Must be able to see within the normal visual range with or without correction
- Must be able to hear within the normal audio range with or without correction.

I have reviewed this job description with any attachments and find it to be an accurate description of the demands of this job.

Print Name	Signature of Employee	Date
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Fire Chief	Signature of Fire Chief	Date
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