



Administrative Assistant (Part Time- 32 hours) WILDLAND ADMINISTRATIVE SPECIALIST

I. Description

Under the direction of the Fire Chief and in line with the mission and goals of the Beckwourth Peak Fire Protection District to deliver fire and rescue services to the residents and commercial entities that operate in the District Boundaries, the Administrative Assistant;

- a) Is responsible for ensuring the efficient and orderly day-to-day operations of the District office with minimal supervision.
- b) Assess, identify, develop, and implement measures to provide efficient delivery of administrative services to the District Board, Staff and the Public.
- c) Works closely with the Fire Chief, accounting consultant, and auditor.
- d) Performs a variety of duties relating to the resolution of customer problems, provides information requested by customers and other members of the public having an interest in District affairs; in some instances, refers issues to the Fire Chief and staff.
- e) Assists the Board President and Fire Chief with preparing and posting agendas, transcription and editing of minutes, prepares drafts of agenda items requiring action by the Board, gives information to organizations, employees, customers and the general public regarding District matters, prepares correspondence and maintains files on official actions.
- f) Works to build a consensus among District personnel, through an exchange of ideas and facts, to facilitate the successful implementation of administrative operations.
- g) Provides coordination and acts as an administrative liaison among vendors, employees, and volunteers.
- h) Assists the Fire Chief with the solicitation coordination and evaluation of bids/quotes necessary for Fire District contracts, materials, supplies, equipment, etc.
- i) Effectively works as a member of a problem-solving team to resolve, within set time schedules, a variety of accounting and administrative tasks.
- j) Works independently with minimal supervision.
- k) Provides administrative backup support to the current BPFDP Administrative Assistant, as needed.
- l) Assists other Fire Districts with specific administrative duties as assigned.
- m) May work at remote locations or from home, as needed. Work hours are variable.

II. Specific Duties

Under the direction of the Fire Chief, job duties include but are not limited to the following:

- Responds to requests for information from Board members, staff, consultants, constituents, property owners, vendors, and the general public as they pertain to District activities and responsibilities.
- Coordinates day-to-day office administrative operations.
- Operation and maintenance of the Quick Books program.
- Operation of personnel scheduling software.
- Maintains and updates the BPPFD website.
- Creates, maintains, and updates the office procedures manual.
- Maintains and regularly backs up District computer files.
- Maintains District administrative office filing system.
- Picks up and processes District mail and attends to email and telephone calls and/or directs inquiries to appropriate District personnel.
- Responds to phone calls relating to District services and coordinates, in consultation with the Fire Chief, assistance, as needed.
- Prepares and codes invoices for payment.
- Posts District Board meeting agendas.
- Updates District website as needed.
- Manages DMV registration and titles of District vehicles.
- Prepares memos and letters for the Fire Chief, as needed.
- Distributes District communications to property owners and partner agencies.
- Assists with administration of Lexipol and Target Solutions programs.
- Maintains District office supplies.
- Assists with preparation of operational reports and correspondence, as necessary.
- Interface with County officials and database consultants to manage special fire assessment tax assessment program and database.
- Assists in preparation and submittal of the annual Fire Parcel Tax Assessment Roll report for Plumas County. Coordinates any exemption requests with the Fire Chief.
- Tracks District operational finances, issuing payroll and vendor payments.
- Uses QuickBooks program, to track finances, reconcile accounts, manage deposits, and generate financial reports.
- Maintains access, training and record keeping responsibilities for Firefighter qualifications in the database systems known as IROC and IQS.
- Creates and tracks official resource orders in IROC for firefighter deployments in the Plumas National Forest, Plumas County and out of county assignments for fire crews operating fire engines, water tenders and individual deployment assignments, including Incident Management Team personnel. Serve as a dispatcher for prepositions and deployment assignments. Assists with logistics coordination for resources responding to an incident
- Assists with training class administrative duties, such as attendance sign-up, fee collection and course completion certificates.
- Coordinates time records and preparation of invoices for the contractual agreement with the Plumas National Forest to respond to incidents and assist with Forest fire protection coverage.

- Assists with the organization and distribution of documentation materials for the Plumas County CICC Committee responsible for validation of training requirements for incident management and specialty position personnel.
- Prepares invoice information into the OES MARS system for incident reimbursement. Maintains up to date information in the MARS system, such as salary surveys and other required information.

III. Required/desired Qualifications

High school diploma, or equivalent, with at least two years of directly related office experience; proficiency in computer skills including MS Word and MS Excel; ability to use office equipment; proficient writing skills and the ability to communicate with a variety of people including District personnel and the general public. Experience in QuickBooks financial management program..

Experience in an administrative or clerical role for a public agency and knowledge of laws and regulations governing special districts is desired.

Knowledge of the State of California Brown Act to ensure compliance within the District.

Position requires a high level of concentration, attention to detail and strong writing skills necessary to produce reports, correspondence, and documents. The ability to work independently, provide self-direction and exercise good judgment is required.

Knowledge of the IQS, IROC and MARS database systems for firefighter qualifications and incident reimbursement. Knowledge of creating invoices for incidents and staffing within the USFS National Forests.

Knowledge of fire service organization and management related to wildland incident tracking and expense reimbursement.

Must possess a California driver's license and have a satisfactory driving record.

IV. Physical Demands

Sitting, standing, twisting, close vision; occasionally lifting up to 25lbs; use of hands and fingers to handle or feel objects, tools or controls. Almost always works indoors in temperature-controlled environment.

V. Marginal Duties

Other related duties may be directed or assigned.

Vi. Other

- This is a non-exempt position subject to the Fair Labor Standards Act (FLSA).
- This position is negotiable as either part time or full time, dependent on the applicant's needs, qualifications, and experience.
- A part time position equates to 32 hours per week (four 8-hour days). A full-time position equates to 40 hours per week, either four 10-hour days or five 8-hour days.

- The position will be paid on an hourly basis using bi-weekly payroll.
- Offer of employment may require a physical examination, a background check, and drug screening in compliance with District policies.

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

Note: This job description is subject to change and may not encompass all duties related to the position.