The Administrative Assistant position of the Kentfield Fire District has job duties that include a full scope of office and support services. The Administrative Assistant must exercise a high degree of initiative and independent judgment in performing confidential and complex secretarial work related to the daily operations of the District with emphasis on assuring efficient operation of the District’s business office. This position also provides general and confidential secretarial support to the Fire Chief.

Typical responsibilities include processing District payroll; accounts payable and receivables; receiving phone calls and answering inquiries from the public courteously and efficiently; serving as the receptionist for visitors; processing building plan permits and accepting building plan documents for processing by appropriate District staff; preparing and distributing correspondence and memorandums; sets up and maintains a variety of office files and records for the completion of reports and projects; compiling statistical, budgetary, inventory, payroll, timekeeping, and purchasing data and compiles reports as required; performing routine clerical tasks such as filing, duplicating, photocopying and assembling bulk mailing and Board meeting packets. The Administrative Assistant works under the direction of the Fire Chief.

Required Skills: Proficiency with Microsoft Office and QuickBooks software as well as knowledge of proper English, spelling, grammar, composition and basic mathematics is required. Ability to learn, interpret, explain and apply Kentfield Fire District policies and procedures. Good written, oral communication and interpersonal skills are essential.

Experience: Any combination of experience and training that would likely provide the required knowledge and abilities is important. A typical way to obtain the knowledge and abilities would be to possess the equivalent of four years of significant, directly related and progressive clerical experience related to administrative support, public contact, finance, public safety, or a related field. Municipal experience is advantageous.
EMPLOYMENT OPPORTUNITY

These specifications are only intended to present a descriptive summary of the range of duties and responsibilities of the District's Administrative Assistant. Therefore, specifications may not include all duties performed by the Administrative Assistant.

Application and Selection Procedure:

Kentfield Fire District
1004 Sir Francis Drake Blvd.
Kentfield, CA 94904
www.kentfieldfire.org
(415) 453-7464

To apply for the position, please submit the following to the Fire District office by Friday, January 31, 2020 by 5:00 pm:

1) Cover letter
2) Detailed resume
3) District employment application form

All required application documents are available from the Kentfield Fire District website or at the Fire District office. Resumes will not be accepted in lieu of the District’s official application forms. All applications will be reviewed to select those applicants whose training and experience most closely match the requirements of this position. A limited number of qualified applicants possessing the most desirable qualifications may be invited to participate in the subsequent phase of the evaluation process which may include interviews, written exercises or simulated work problems. Meeting the minimum qualifications does not guarantee advancement in the selection process. Postmarks not acceptable.

Benefits Outline (Subject to eligibility requirements)

• California Public Employees Retirement System (CalPERS)
• Health, Dental and Vision insurance coverage
• Vacation, Holiday and Sick Leave
• Tax-Deferred Compensation Plan

There is a no tobacco use policy in effect for District employees. The Fire District will require documentation of the legal right to work in the United States as required by the Immigration Reform and Control Act upon hire. The District will require the applicant to undergo a detailed background investigation prior to appointment. With prior notice to the Fire Chief regarding testing or job performance modifications, the District will make every attempt to offer reasonable accommodations for qualified applicants and employees with disabilities. Information contained
herein is subject to change and does not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.