

Position Announcement

- Position Title:** **Administrative Assistant**
- Department:** Fairmount Fire Protection District
- Salary Range:** \$40,000 - \$55,000 annually (based on qualifications & experience), Full-time, FLSA non-exempt
- Benefits:** Health, dental, vision, and life insurance; retirement, vacation & sick leave, and paid holidays
- Applications Due:** February 22, 12:00 p.m.

The Fairmount Fire Protection District (FFPD) is currently seeking a full-time Administrative Assistant. The FFPD is located in Golden, Colorado and provides Fire Protection Services to residential and commercial properties over a 25-square-mile area, the majority of which is unincorporated Jefferson County. The FFPD is a combination department with a current paid staff of 27, and volunteer base of 40 personnel.

The Administrative Assistant functions as a member of the District staff that provides support to the Office Manager, paid staff, volunteer staff, and contract FIRE Team staff. This position is responsible for handling receptionist and various administrative duties as outlined below. This position is "At Will", which means FFPD may terminate the employment relationship at any time and for no reason, subject to the requirements of applicable laws. Similarly, the employee may terminate the employment relationship at any time and for no reason, without prior notice.

Primary Duties & Responsibilities

The following are the primary duties and responsibilities of this position and is not an all-inclusive list:

- Answering phones, directing calls, and greeting public and visitors
- Helping with ordering of office supplies and maintenance of office equipment
- Filing and general office maintenance
- Drafting correspondence, memos, and other office documents as requested
- Assisting customers
- Assisting with accounts payable & receivable when requested
- Act as liaison or point of contact to FIRE Team members, and route calls/issues appropriately

- Handle invoicing and maintain tracking systems to the state or proper agencies for contract FIRE Team members and Fairmount personnel and apparatus deployments
- Helping with preparing materials for, and taking minutes of, monthly Firefighter business meetings & occasionally Board meetings
- Sending out communications to membership when requested
- Help with planning of, and participation in department activities & events which may occasionally require some time on weekends
- Other duties as assigned
- Special projects as needed
- Management of time sheets, payroll, vacation & sick leave, leaves of absence, and benefits as needed
- Tracking outgoing/incoming application and hiring paperwork for paid staff, volunteers, and contract staff
- Maintaining personnel files and updating contact information
- Responding to inquiries regarding benefits, policies and procedures
- Drafting/amending policies and procedures, as well as job descriptions as needed
- Assisting in recruitment & hiring processes as needed
- Researching practices of like organizations and FLSA to remain current
- Annual paperwork updating of all paid, volunteer, and contract staff
- Strong written and verbal communication skills are necessary, as well as ability to work with minimal supervision
- Consistently meet deadlines and requirements of job
- Maintain a professional demeanor at all times
- Demonstrate excellent customer and public relations skills.
- Other duties as assigned
- Assisting with special projects as needed

Required Qualifications

- High School Diploma or GED
- Intermediate Microsoft Office, Excel, and Outlook skills
- Strong writing & proofreading skills
- Demonstrated customer service experience
- Ability to multi-task and work with minimal supervision
- Proficient with computers and word processing systems
- Attention to detail and a high level of accuracy.

Desired Qualifications

- Bachelor's Degree
- Experience working in Special Districts and/or fire service
- Emphasis on accounting or human resources skills or experience

Working Environment/Physical Requirements:

Ability to remain sedentary for majority of the work day and be able to lift up to 30 lbs.
Requires daily presence in the office during normal business hours.

This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.

Moderate physical activity is required; for example, the ability to lift items in excess of 30 pounds occasionally and up to 10 pounds frequently.

This position requires standing, walking, sitting, stooping/bending, lifting, and repetitive motion.

This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception, and color vision.

Ability to multi-task, works with frequent interruptions, and work on computer without assistance.

Application Packets MUST include:

- Cover Letter
- Resume including two professional references

Applications due via e-mail by February 22, 2018, 12:00 p.m.

Send to: Dboyles@fairmountfire.org