



Albion-Little River
Fire Protection District

Job Title: Fire Department Administrative Assistant

Location: Albion, California

Employment Type: Part-time minimum of 16 hours, maximum of 30 hours per week

Salary Range: \$22/hr to \$24/hr DOE

Reports To: Fire Chief

Job Summary:

The Fire Department Administrative Assistant provides critical administrative support to the fire department, ensuring the efficient operation of office functions. This role involves handling a wide range of clerical tasks, maintaining accurate records, coordinating department schedules, and providing assistance to fire personnel and the public. The ideal candidate is highly organized, detail-oriented, and able to multitask in a fast-paced environment.

Key Responsibilities:

-Administrative Support: Assist in day-to-day administrative tasks, including answering phones, responding to emails, and managing correspondence.

-Record Keeping: Maintain accurate and up-to-date records, files, and documentation related to department activities, incidents, training, and personnel.

-Scheduling and Coordination: Schedule and coordinate meetings, training sessions, and other departmental events. Maintain the Fire Chief's calendar and arrange appointments as needed.

-Data Entry and Reporting: Enter data into department databases, generate reports, and assist in tracking department statistics.

-Financial Record Keeping and Tracking: Assist in monitoring departmental budgets, preparing purchase orders, accounts management,

-Public Interaction: Provide information and assistance to the public regarding department services, permits, and other inquiries. Handle requests for public records as needed.

-Document Preparation: Prepare memos, reports, presentations, and other documents for department use. Assist with grant applications and project proposals.

-Training and Compliance Support: Assist in tracking employee training requirements and certifications. Help ensure department compliance with relevant regulations and policies.

-Confidentiality and Discretion: Handle sensitive information with a high level of confidentiality and professionalism.

Qualifications:

-Education: High school diploma or GED required. Associate's degree or equivalent experience in office administration or a related field is preferred.



Albion-Little River
Fire Protection District

-Experience: Preferred minimum of 2 years of administrative experience, preferably in public safety or government setting. Preferred but not required fire or EMS experience with operations, organization and/or administration

Skills:

- Demonstrate proficiency in the use of computer software, including office productivity suite.
- Excellent verbal and written communication skills.
- Strong organizational skills with the ability to prioritize tasks and meet deadlines.
- Familiarity with record-keeping practices and data management.
- Ability to work both independently and as part of a team.
- Knowledge of fire department operations and terminology is a plus.

Attributes:

- Detail-oriented and accurate in data entry and document preparation.
- Capable of maintaining composure under pressure.
- Professional demeanor and strong customer service skills.

Working Conditions:

- Office environment within a fire department setting.
- May occasionally be required to attend events or meetings outside regular business hours.

Application Process:

Interested candidates should submit a resume and cover letter to Albion-Little River Fire Protection District, P.O. Box 634, Albion, CA 95410, Atten: Human Resources. Applications will be accepted until the position is filled.

This job description serves as a general outline of duties and qualifications and is subject to change based on department needs.

Albion-Little River Fire Protection District is an Equal Employment Opportunity Commission (EEOC) employer.