



Montecito Fire Protection District Administrative Assistant

SALARY	\$11,625.00 - \$14,135.00 Monthly \$139,500.00 - \$169,620.00 Annually	LOCATION	Montecito, CA
JOB TYPE	Full Time	JOB NUMBER	2024-01
DEPARTMENT	Administrative Staff	OPENING DATE	08/01/2024
CLOSING DATE	8/14/2024 5:00 PM Pacific		

Description

POSITION:

The Montecito Fire Protection District is actively recruiting for an Administrative Assistant. The ideal candidate will be a highly organized, detail-oriented, team player with strong written and oral communication skills, proficient with technology and willing to learn new skills and applications. The ability to quickly adapt and devise creative strategies for addressing complex and sensitive issues, work independently, as well as the capability to build and maintain positive relationships with officials, co-workers, and the general public, are highly essential traits. Possessing a good understanding of municipal government programs is very desirable. The Administrative Assistant position works on-site at our headquarters station located at 595 San Ysidro Rd.

FILING DEADLINE:

The online application, supplemental questions, and the remaining supporting materials must be submitted via NEOGOV no later than 5:00 p.m. on August 14, 2024.

APPLICATION PROCESS:

Only online applications will be accepted. Application opens at 8:00 a.m. August 1, 2024 and closes at 5:00 P.M. August 14, 2024 or when a sufficient number of applications have been received. Your application, supplemental questionnaire, and all supporting documentation must be submitted via NEOGOV at <https://www.governmentjobs.com>.

Please submit the following supporting documentation with your application through NEOGOV:

- Resume
- Cover letter
- Supplemental Questions
- Valid Class A, B, or C California driver's license

The selection process may consist of any of the following: application, resume, supplemental questionnaire, skills assessment, oral interview process, and Chief's oral interview. All applications will be screened for completeness and possession of minimum qualifications. Applications will be reviewed in detail to identify the most qualified candidates to interview. The successful candidate will be required to satisfactorily complete a psychological examination, medical examination, controlled substance screening, and background examination.

SUPPLEMENTAL QUESTIONS:

- An Administrative Assistant must possess hard skills, like knowing how to use a specific software application, and soft skills, like communication and problem solving. Please describe your previous administrative tasks and explain how it will help you succeed as an administrative assistant with the Montecito Fire Protection District.
- Please describe a time when you had to adapt to a significant change at work. How did you handle it?
- Please describe a situation in your professional career where you successfully collaborated with another individual or team.

If you have any questions about the recruitment process, contact Battalion Chief Aaron Briner at abriner@montecitofire.com. Please indicate "2024 Administrative Assistant" in the subject line of your email.

Examples of Duties

Under supervision of the Fire Chief, performs support functions to the District, which may include:

- A variety of administrative duties and secretarial tasks for all District management positions.
- Special district board administration.
- Accounts payable.
- Human resource and general District records management.
- May handle material of a confidential nature.
- Performs other duties as assigned.

Administrative Support:

- Performs as assistant to Fire Chief; clerk to the Board of Directors; provides administrative support as directed by other chief officers.
- Creates, prepares, and distributes correspondence, forms, reports, and District policies; proofreads materials.
- Makes appointments; coordinates meetings, conferences, and teleconferences; arranges travel for chief officers.
- Maintains files, records, purchases office supplies.
- Attends meetings and takes notes or minutes as required.
- Updates board related website content.

Board and Public Engagement:

- Attends Board meetings and prepares the Board agenda, minutes, resolutions, ordinances, and other related matters, taking non-verbatim notes of business transacted.
- Coordinates CERT program.

Financial and IT Support:

- Processes accounts payable.
- Recommends and establishes policies for records management and computer use.
- Serves as the liaison between the Department and the IT provider.
- Must become trained and knowledgeable in District payroll and accounting methods and procedures.

Knowledge and Skills:

- Knowledge of the Ralph M. Brown Act, conflicts of interest and ethics issues.
- Understanding of office procedures, clerical and record-keeping operations.
- Highly skilled in Microsoft 365 applications, Adobe Pro and Zoom.
- Proper English usage, including spelling and punctuation.
- Basic math skills and business etiquette.

Skills and Abilities:

- Ability to perform assigned duties independently with minimum supervision.
- Identify problems and implement or recommend solutions.
- Interpret and apply policies and procedures.
- Use tact and discretion, deal effectively with officials, co-workers, and the general public.

- Communicate effectively both orally and in writing.
- Make accurate observations and rapid judgments.
- Give clear oral instructions and deal effectively with the public and co-workers.
- Work cooperatively with others and contribute to a successful team.

Typical Qualification

Minimum Qualifications:

- Three years of varied, increasingly responsible experience in office administration.
- Any combination of training, education, and experience that provides the required knowledge and abilities.
- College education in communications, or public administration may substitute for general experience on a year-for-year basis.
- Possession of a valid California driver's license and a satisfactory driving record.
- Obtain AED and CPR certifications within 6 months of employment.
- Must meet the insurability requirements of the District's insurer.
- Pass extensive background investigation and medical exam, including drug testing.

Desired Qualifications

- Undergraduate Degree in Communications, or Public Administration
- Ralph M. Brown Act Training
- AB 1234 Ethics Training

Supplemental Information

To be completed within two years of appointment:

- California Special District Association Board Secretary / Clerk Certification
- Basic ICS (I-100, I-200, I-700.B, I-800.D)
- Community Emergency Response Team (IS -317) and Train the Trainer

Physical Demands and Working Environment:

Physical:

The position requires the ability to sit for extended periods, use standard office equipment, and occasionally lift up to 20 pounds. The work environment is primarily in an office setting with a moderate noise level.

Environmental:

The position is primarily based in a climate-controlled office environment with moderate noise levels. Occasional travel for meetings or errands may be required, exposing the assistant to varying weather conditions. Regular use of computers and standard office equipment is expected.

Agency

Montecito Fire Protection District

Address

595 San Ysidro Rd

Montecito, California, 93108

Phone

8059697762

Website

<http://montecitofire.com/employment>

Administrative Assistant Supplemental Questionnaire

*QUESTION 1

What level of education have you completed?

- High School Graduate, or equivalent
- Some upper education
- Associate of Art or Science in any field
- Bachelor of Art or Science in any field
- Graduate degree in any field

*QUESTION 2

How many years of experience in a responsible administrative capacity for a public agency do you have?

- Less than 3
- 3 to 7
- 7 to 10
- Greater than 10

*QUESTION 3

Have you uploaded a current Resume and Cover Letter?

- Yes
- No

*QUESTION 4

Have you uploaded a valid driver's license?

- Yes
- No

*QUESTION 5

Have you attached a document answering the three required supplemental questions on the job flyer?

- Yes
- No

* Required Question