



# **BOULDER CREEK FIRE PROTECTION DISTRICT**

---

13230 Central Avenue, Boulder Creek CA 95006 · Office: (831) 338-7222 · Fax: (831) 338-7226

## **BCFPD Job Description - Administrative Assistant April 2022**

**REPORTS TO:** Fire Chief and Board of Directors  
**SUPERVISES:** Non-Supervisory Position  
**LOCATION:** Boulder Creek Fire Protection District Office  
**TERMS:** Part-time - 19 hours/week

### **PRIMARY DUTIES:**

- Serves as Secretary to the Board of Directors, and Administrative Assistant to the Fire Chief
- Prepares or assists in preparation of Board Packets and attends Board Meetings
- Prepares or assists in the preparation and distribution of Board Agendas, Board minutes, Board Resolutions, and other documents
- Prepares monthly Bill List for Board approval for payment
- Prepares monthly financial reports, including financial summary and balance sheets
- Manages agency payroll and personnel records
- Assists in preparing the annual budget
- Prepares Check and Calcard vouchers to submit to County Auditor for payment of District's bills
- Provides information to personnel and members of the general public, in person or by telephone, where judgment, knowledge and interpretation of agency policies and regulations are necessary
- Receives and screens - visitors, telephone calls, and mail
- Schedules Fire Chief's appointments, travel, meetings, conferences, training and maintains agency calendars
- Assembles documents and materials needed for annual Audit of District
- Prepares or assists in the preparation and distribution of agreements, policies, and/or standard operating procedures
- Collects fees for permits
- Researches, compiles, and analyzes data for special projects and various reports

### **MINIMUM QUALIFICATIONS:**

- High School graduate or tested equivalent
- Proficient in typing and use of Word and Excel, Google Workspace
- Proficient in using Fax machine and Copy machine
- Use of Apple and Microsoft operation systems

ABILITY TO:

- Work cohesively with the Board of Directors and Fire Chief
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships with those contacted in the course of work
- File documents in alphabetical or chronological order
- Highly organized
- Can operate in an occasionally fluid environment that can exist in an Emergency Response organization while maintaining organizational skills and positive attitude.