



Sonoma Valley Fire District

Serving the communities of

Sonoma, Valley of the Moon, Glen Ellen, and Mayacamas

Class Title:	Administrative Assistant
Status:	Non-Exempt / Miscellaneous
Hours:	Part-time (Approximately 15-30 hours a week)
Supervised By:	Administrative Battalion Chief
Number of Positions:	1
Probation:	12
Salary:	\$34.32-\$38.62 negotiable depending on experience and hours worked
Filing Deadline:	November 13th 2023

As our District continues to grow and expand, we recognize the need for additional administrative support. We are looking for an enthusiastic, flexible, eager to learn individual who can adapt as we navigate the specific needs of the district. We presently foresee the position as follows, but is subject to change as we address needs.

The Position and General Job Description:

Under direct supervision of the Administrative Battalion Chief, the Administrative Assistant provides administrative support to assigned divisions and performs a variety of office and financial support functions including, but not limited to; accounting functions in support of accounts payable, accounts receivable, payroll, processes requests for payments, compiles, reconciles, and verifies general accounting information, sets up and maintains a variety of fiscal records, files and records keeping, provides general administrative clerical and support to managers, provides customer service to the public and performs related work as required.

Supervision Received and Exercised:

The Administrative Assistant reports directly to the Administrative Battalion Chief and receives direction from the Finance Officer or other department heads. The Admin Assistant has no supervisory assignments.

Class Characteristics:

This is a non-managerial classification that performs full range of technical work in accounts payable, accounts receivable, in addition to performing a wide variety of record keeping, reconciliation and account support activities. Furthermore, assists the fire prevention division with administration and various office and business functions.

Essential Duties and Responsibilities:

- Understand, interpret, and apply instructions, policies and procedures related to processing and recording payment transactions;
- Understand the organization and operation of fire districts and other related public agencies as necessary to assume assigned responsibilities;
- Compose correspondence and reports independently or from brief instructions;
- Make accurate mathematical, financial, and statistical computations;
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work;

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- Establish and maintain a variety of filing, record keeping, and tracking systems;
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner;
- Organize own work, set priorities, and meet critical time deadlines;
- Proficiently operate modern office equipment including computer equipment and specialized software applications programs;
- Is Bilingual in English and Spanish and can effectively communicate in person, over the telephone, and in writing (desirable)
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in sensitive situations;
- Establish, maintain, and foster positive and effective working relationships;
- Opens, sorts, and routes incoming mail as well as stuffs, seals, stamps, meters and registers outgoing mail.
- Enters and retrieves information and data using standard word processing and spreadsheet software, as well as accounting and other related information systems such as Outlook, Word, Excel & MIP;
- Assists customers, departments, and employees by providing fiscal information, explaining procedures, and answering questions;
- Assists professional accounting staff with special projects as required;
- Assists Prevention with annual weed abatement program and other programs or tasks as assigned by the prevention division
- Performs related duties as assigned

Essential Duties and Responsibility During a Declared Emergency (shift in priorities during an emergency):

- Provide clerical and financial support to the Emergency Operations Center
- Answer District phones and direct calls (in office or transfer). Aid public on where to find current disaster information;
- Provide updates to emergency bulletin boards and other areas for the public

Qualifications:

Knowledge of:

- Governmental accounting standards;
- Administrative support and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology;
- Computer and computer software applications with an emphasis in Microsoft Office programs and MIP;
- Common filing and record keeping procedures;
- Office letter, email, and memorandum writings;
- Customer service and telephone techniques;
- General office practices, methods, procedures, and equipment;

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- Basic purchasing and inventory procedures;
- English and Spanish (desirable) language structure including correct English and Spanish usage, rules of composition, spelling, grammar, and punctuation;
- Basic mathematics.

Ability to:

- Work in a busy and unpredictable environment;
- Anticipate issues and address challenges consistent with the district goals and mission;
- Perform specialized program and work unit administrative support functions;
- Provide general information regarding district and division specific policies, practices, and protocols when assisting customers;
- Use computers for various applications such as database management or word Processing;
- Interpret and apply policies, rules, and regulations with good judgment in a variety of situations;
- Apply good judgment in a variety of challenging situations;
- Use a variety of computer software applications on an in-depth basis;
- Work independently with minimal supervision;
- Compile information and prepare accurate reports.;
- Make decisions on basic procedural matters;
- Perform accurate accounting calculations;
- Listen, read, and understand information and ideas presented through the spoken and/or written word;
- Sorts, files, organizes, and maintain records;
- Establish and maintain effective working relationships with supervisors, staff, colleagues, other governmental agencies. Interact tactfully and courteously with district personnel and the public, providing information and responding to concerns about the respective divisions and/or programs, policies, and functions;
- Operate a variety of general office equipment including telephone, scanner, copier, fax machine, printer, etc.;
- Demonstrate initiative and exercise good judgment in the performance of duties.

Experience, Education and Certifications:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying, such as the following:

- High school diploma or equivalent;
- One year of college level course work in accounting or financial record keeping is highly desirable;
- Two (2) years of responsible bookkeeping, payroll or financial record keeping or other clerical accounting experience. Additional administrative and customer service experience and/or training is desirable;
- Knowledge and experience in special district administration.

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- California Department of Motor Vehicle Class C license with clean driving record

Desirable Qualifications and Certifications:

- Experience in customer service
- One year of college level course work in accounting or financial record keeping or closely related field;
- Work in a fire district, school district, or water district;
- Familiar and experience with fire district accounting practice;
- Knowledge and experience in special district administration
- Bilingual in Spanish

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, and over the telephone; This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required; finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment; The position requires prolonged sitting, grasping, and repetitive and fine coordination hand movement. The incumbent must be able to lift, push, and pull files, paper and documents weighing up to 25 pounds. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions;

Emotional/Psychological Skills: frequent decision making and concentration; frequent coworker contact and moderate public contact; occasionally working alone.

Work Environment: Work is performed in an open office environment, regular contact with staff and the public, occasional work in the outdoors, operating a motor vehicle. frequent exposure to noise. Some duties require travel from site to site and frequent exposure to extreme noise from sirens and emergency equipment. This position is considered a Disaster Service Worker and is subject to emergency recall in the event of a local disaster.

Ability to: work a flexible schedule. Travel is rare.

General Information

Obtaining application: Application may be obtained from:
Sonoma Valley Fire District
630 2nd Street West Sonoma,
CA 95476-6901
707-996-2102

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or downloaded at:

<https://www.sonomavalleyfire.org/files/0153170cf/Employment+Application.pdf>

Filing of Application

A completed application must be received at Sonoma Valley Fire District - Albert C. Mazza Station, 630 2nd St West, Sonoma, CA 95476 or emailed to svfra@sonomavalleyfire.org by **5:00 p.m., November 13th, 2023**. Resumés are welcome but will not be accepted in lieu of a completed application. **FAXED OR LATE APPLICATIONS WILL NOT BE ACCEPTED.**

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