



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

ADMINISTRATIVE ASSISTANT (1 OF 4)

GENERAL STATEMENT OF DUTIES:

Performs a wide variety of office duties to include secretarial/clerical, human resource functions, financial and other administrative duties and related services for the Chief of Staff of the District. Handles details of a confidential nature and exercises independent judgment within agreed upon limits. Requires broad knowledge of District operations, goals, programs, and policies as well as demonstrating a high level of experience, competence, discretion, and technical skill.

SUPERVISION RECEIVED:

- This position works under the guidance and direction of the Chief of Staff.

SUPERVISION EXERCISED:

- None

FLSA:

- This is a non-exempt employee position

WORK SCHEDULE:

- Regular work week is 08:00 to 17:00, Monday to Friday.
- Part-time hours to be worked within hours of operation.

RESIDENCY:

- Not Required

COMPENSATION:

- The salary range for this position is LEVEL II per Policy 180

SPECIAL REQUIREMENTS NECESSARY:

- Valid Colorado Driver's license
- Must be at least 18 years of age

EDUCATION:

- High School graduate or equivalent
- Associates Degree in Office Administration preferred

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ADMINISTRATIVE ASSISTANT (2 OF 4)

MINIMUM REQUIRED JOB SKILLS AND CERTIFICATIONS:

- Proficient in Microsoft Office Suite
- Ability to type at least 65 words a minute
- Must be detail oriented and possess superior organizational skills
- Willingness and ability to serve the public, staff, and volunteers
- Must possess the skills and capability to receive instruction
- Ability to demonstrate dependability and flexibility in performing job duties
- CPR/AED

ADDITIONAL DESIRED JOB SKILLS AND CERTIFICATIONS:

- Experience with Bill.com
- Familiar with Parliamentary Procedure
- Experience with Special Districts and DOLA Compliance
- Minimum of 2 years of office management or secretarial experience with public contact
- PHR or SHRM-CP (Human Resource Certification)

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901 N. SAINT VRAIN AVE. ESTES PARK CO 80517 970-577-0900 FAX 970-577-0923



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ADMINISTRATIVE ASSISTANT (3 OF 4)

ESSENTIAL FUNCTIONS OF THE JOB:

The following are essential functions for the job. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.

Secretarial/Clerical

- Answers multi-line phone and provides information to the public
- Assists the Chief of Staff in the preparation of reports, resolutions, ordinances, statistical data, and other correspondence; and, in the maintenance of files, records, policies, procedures, and other reference material important to the efficient operation of the department.
- Maintains the work unit calendar of events, schedules meeting rooms, trainings, conferences, makes travel arrangements and other events as requested.
- Coordinate special events/functions
- Manages Emergency Reporting database and provides required fire data information to state agencies and any other fire reports as requested.
- Prepares agendas, minutes, and other material for the EVFPD Board and EVFPD Pension Board
- Processes incoming and outgoing mail.
- Scan and maintain all electronic records per records retention process

Secretarial/Clerical (continued)

- Purchase and maintain office supplies and office equipment

Human Resource

- Maintains all department personnel records and files
- Complies with Federal, State, and local legal requirements by studying existing and new legislation
- On-boarding and Off-boarding of staff, volunteers, and board members
- Manages benefits and compensation to staff and volunteers
- Oversees Open-Enrollment for benefits
- Reconciles benefits accounts by approving billing statements
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, and participating in professional societies
- Participates as a witness and a resource at meetings between the Chief/Assistant Chief and membership that are likely to be controversial.
- Participates in the recruiting, interviewing, and hiring of new employees

Financial

- Prepares and processes purchase orders, orders equipment and supplies, and arranges for equipment maintenance and repair as necessary
- Coding of invoices and processing of accounts payable, makes bank deposits, and maintain petty cash
- Process accounts receivables and donations
- Reconcile district credit card statements monthly
- Aids with District accounting, auditing, and actuarial processes
- Performs all other duties as assigned

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ADMINISTRATIVE ASSISTANT (4 OF 4)

COMPETENCIES

1. Ethical Conduct.
2. Stress Management/Composure.
3. Problem Solving/Analysis.
4. Communication Proficiency.
5. Strategic Thinking.
6. Teamwork Orientation.
7. Diversity and Inclusion.
8. Technical Capacity.

WORK ENVIRONMENT

While performing the duties of this job, this employee regularly works within an office environment whose duties are primarily performed behind a desk. This position frequently operates a computer, reads and writes, and interact with others in person, over the phone, and via other devices. They move about within the facility in which their office is located to access file cabinets, documents, office machinery, and other equipment. They also travel within the facility in which their office is located and to locations outside of the facility, to attend meetings, trainings, events, and other business activities.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, walk, climb, balance, stoop, kneel, crouch, crawl, push, and pull, use hands and fingers to feel, handle, or operate objects, and reach with hands and arms. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 45 pounds.

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