



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

EXECUTIVE ASSISTANT TO THE FIRE CHIEF

GENERAL STATEMENT OF DUTIES:

Performs a wide variety of senior-level executive, administrative, and governance support services for the Fire Chief of the District. Handles highly confidential matters, makes administrative determinations, and exercises independent judgment within established laws, policies, Fire Chief, and Board Direction. Works independently with minimum of direction. Acts as the recording secretary and performs related support duties for the Fire Board and Pension Board, prepares for and attends Fire Board and Pension Board meetings. Interact frequently with volunteers, staff, board, vendors, and the public. Requires broad knowledge of District operations, goals, programs, and policies, as well as demonstrating a high level of experience, competence, discretion, and technical skill. Serves as liaison to and coordinates with human resources and financial contractors. This position serves as the district's primary administrative contact for Board support, human resources coordination, financial administration and coordination, records management, and regulatory compliance. Assist as necessary with the administrative duties of the Administrative Specialist.

SUPERVISION RECEIVED:

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

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
- Expected to attend Board meetings after hours (one to two per month, typically)
- This position has been deemed essential at the Chief's discretion during man-made and natural emergencies

COMPENSATION:

- The salary range for this position is \$86,445 to \$101,129 per Policy 180

BENEFITS:

- Medical, dental, and vision insurance, group life insurance, PERA retirement, and FPPA 457 plan in accordance with Policy 288 and Policy 180

RESIDENCY:

- Not required.

SPECIAL REQUIREMENTS NECESSARY:

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

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



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EDUCATION:

- High School diploma or equivalent required.
- Associate's degree in business administration, public administration, office administration, or a related field preferred.
- Bachelor's degree in a related field preferred.
- Equivalent combinations of education and experience will be considered.

MINIMUM REQUIRED JOB SKILLS AND CERTIFICATIONS:

- Minimum of 10 years of administrative experience with public contact
- 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 within 12 months of hire.
- ICS 300 within 12 months of hire

ADDITIONAL DESIRED JOB SKILLS AND CERTIFICATIONS:

- Experience using Payroll
- Experience with Bill.com
- Experience with Division of Fire Prevention & Control Wildland Billing
- Familiar with Parliamentary Procedure
- Experience with Colorado Special Districts and DOLA Compliance
- Experience with grant management

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.

Administrative

- Operates multi-line phone, email, computer, software, internet systems.
- Provides information to the public.
- Maintains the work unit calendar of events, schedules meeting rooms, trainings, conferences, makes travel arraignment and other events as requested.
- Has primary responsibility for the district's records management system, including emergency reporting databases, statutory filings, and record retention compliance.
- Maintains computerized records system, computerized files and coordinates with IT contractors.
- Manages CORA requests.
- Serves as Designated Election Official or coordinates with contracted DEO.
- Responds to ISO, hazardous material, and records requests
- Supports Board of Directors and Pension Board, including agendas, minutes, meeting scheduling, and other materials. Transcription and distribution of meeting records for the EVFPD Board and EVFPD Pension Board.

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- Ensures compliance with all special district filing/recording requirements (DOLA)
- Processing incoming and outgoing mail.
- Tracks Intergovernmental Agreements and contracts.
- Maintains all electronic records per the records retention process
- Purchase and maintenance of office supplies and office equipment.
- Assists the Fire Chief 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.
- Develop applications for district-wide grants and manage large grants, or coordinate with grant contractors.

General

- Ability to assume high levels of responsibility within the department
- Positively representing the department to the public
- Knowledge of and ability to work under the National Incident Command System (NIMS)
- Assist in Public Information Officer capacity and maintenance of District website, social media, and public relations
- May serve in administrative roles in the Incident Command System.
- Provides direction, coordination, and task assignment to other administrative staff as necessary to ensure continuity of District operations.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, and participating in professional societies

Human Resources

- Maintains all department personnel records and files.
- Comply with Federal, State, and local legal requirements.
- On-boarding and off-boarding of all District board members, employees, and volunteer members.
- Serves as the District's central administrative liaison for human resources, coordinating with contracted HR providers to ensure compliance with all federal, state, and local employment requirements. In cooperation with human resource contractors, coordinate open enrollment for benefits
- Reconciles benefits accounts by approving billing statements.

Financial

- Responsible for managing purchase documents and related purchasing systems
- Maintains financial records in accordance with District policy
- Processes requests for equipment, supplies, and equipment maintenance and repair as necessary
- Responsible for coding invoices and processing of accounts payable, bank deposits, and maintenance of petty cash
- Manages and tracks contracts, vendors and service agreements.
- Manage accounts receivables and donations
- Oversee reconciliation of district credit card statements monthly

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PREVENT PREPARE PERFORM

- Serves as the District's primary internal administrator for financial operations, coordinating with finance and accounting contractors to support accounting, auditing, actuarial reporting, and budget development. Manage travel and mileage reimbursement requests for staff and the Board.
- Responsible for Payroll for Staff and Pension. Maintain time and attendance records
- Assist in the preparation and management of division budgets
- Performs all other duties as assigned

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 interacts 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, training, 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.