

**North Sonoma Coast
Fire Protection District
Job Description**

Position: Administrative Assistant

Reports to: Fire Chief

Job Overview: Perform a variety of administrative support duties for the Chief as related to the day-to-day operations of NSCFPD and provide clerical support for the Board of Directors.

Responsibilities and Duties:

Administrative

- Prepare and distribute documents, postings, notices, minutes and agendas
- Attend district board meetings; take minutes
- Assist with district correspondence, including US mail, email, district reports and other paperwork as needed, including but not limited to
 - Maintain and update inventory of office and operational supplies and equipment
 - Incident tracking and reporting
 - Maintain and update various District documents
- Other duties as assigned

Communication & Outreach

- Work with Chief and Board on Community outreach and communication

Required skills

- Knowledge of computers, computer programs, and word processing software
 - Windows & cloud storage file management
 - Email Clients
 - Excel, Word, Acrobat
- Excellent planning and organizational skills and writing skills
- Ability to take responsibility & function with minimal supervision
- Ability to work with a wide range of people

Desired skills

- Willingness and ability to learn new computer programs or skills
- Familiarity with ImageTrend

Education and Experience

- Required
 - 1 or more years of administrative experience
- Desired
 - Experience working with public agencies

Salary Range: \$20 - \$26 per hour

Hours per week: 8 – 16, with majority in beginning of month

Candidate will be hired as an independent contractor not an employee.

Submit your resume outlining relevant experience, professional references and availability on a monthly basis by May 30, 2023 to info@northsonomacoastfpd.org.