

August 6, 2018



Albion Little River Fire Protection District

PART TIME POSITION AVAILABLE: ADMINISTRATIVE ASSISTANT

- Works under the direction of the District Chief.
- Performs duties listed under “Administrative Assistant” in chart of duties of the district board (See below).
- Must have knowledge and proficiency in standard office processes and procedures.
- Must have knowledge and proficiency in use of standard office computer hardware and software including MS Office, QuickBooks, Adobe Acrobat, Dropbox.
- Must be self-directed, able to organize and maintain a small, one-person office.
- Estimated 30 hours per month, pay negotiable based on ability and experience.
- Submit resume to board@albionfire.com.
- Position open until filled.

Duties of Administrative Assistant:

- Retrieve mail from district PO Box.
- Log incoming mail in district mail logbook, notify recipient by email of attached scan or mail placed in his/her box at Station 810.
- Log, Scan and Post invoices and statements received by mail or electronically to Chief's or responsible board member email, mail box at Station 810 or Dropbox as appropriate.
- Log, scan and post other mail as appropriate.
- Respond to district correspondence not directed to others as needed.
- Print agendas, board packets, and other meeting materials as required for meetings.
- Prepare attestation to ordinances, resolutions and appointments.
- Update district files and records.
- Monitor and coordinate board member legal compliance [membership certification; ethics, Brown Act, and harassment training; conflict of interest statements (Form 700); etc.].
- Monitor and coordinate board members election, terms of office, resignations and appointments with candidates, board members and county elections office.
- Publish and post appropriate legal notices.
- Monitor and direct or respond to emails addressed to info@albionfire.com & invoice@albionfire.com.
- Monitor and direct or respond to telephone messages.
- Post agendas, board packets, minutes, financial reports, documents to district website.
- Receive approved invoices and statements, confirm accuracy of assigned budget category and budget compliance, write checks and post payment as required.
- Receive, record and deposit financial donations to the district, record donor information, prepare monthly donations report.
- Prepare and send donation thankyou note/receipt response.
- Prepare and send annual Special District Financial Transactions Report
- Report FY budget changes to county auditor.