



# PART-TIME ADMINISTRATIVE ASSISTANT

## RANCHO ADOBE FIRE PROTECTION DISTRICT



## The Organization

The Rancho Adobe Fire Protection District covers a large area approximately 89 square miles and has three strategically located stations. The three fire stations operate 24 hours a day, 7 days a week are located in Cotati, Penngrove and the Liberty Valley of Petaluma. The district name was derived from the word "Rancho," from the Rancho Cotati Land Grant in the City of Cotati and "Adobe," from the Adobe Fort located within the Penngrove community. The Rancho Adobe Fire Protection District was established in 1993 with the merging of the Cotati Fire Protection District and the Penngrove Fire Protection District. At the end of the first year of the merger between the two fire districts in 1993 the call volume was approximately 1,000 calls for service. In 2018, the district responded to over 2,500 calls for service, an increase of 5% per year since 1993. The Rancho Adobe Fire Protection District supplements work force through automatic and mutual aid agreements with neighboring fire departments.

The District is a combination fire district, which has a full-time paid staff that is supplemented with part-time firefighters, volunteer firefighters and support volunteer members of the community. There are 18 full-time staff, 28 part-time firefighter/EMTs, intern firefighters, one part-time Fire Chief that is shared with Petaluma Fire Department and one full-time Administrative Manager.

The members of the Rancho Adobe Fire Protection District have established themselves among their peers as a dedicated hard-working group of individuals delivering outstanding services to the community.

## Core Values

### I.C.A.R.E

**Integrity:** We adhere to high ethical principles and standards, basing our actions on doing the right thing

**Courage:** We have the moral and mental strength to do what is right even in the face of danger and personal or professional adversity

**Accountability:** We have the courage and honesty to accept responsibility for our actions

**Respect:** We value the differences in everyone we work with and serve and will treat them with dignity, courtesy, and respect

**Empowerment:** We are committed to providing the resources, support, and motivation to our members and those we serve

## The Ideal Candidate



The ideal candidate will have working knowledge of the following:

- Modern office administrative and accounting practices and procedures, including use of standard office equipment;
- Business letter writing and the standard format for reports and correspondence;

- Principles and practices of data collection and report preparation;
- Computer applications related to the work, including MS Outlooks, Office, Excel, QuickBooks and other database applications;
- Business mathematics and basic statistical techniques;
- Basic bookkeeping principles and procedures;
- English usage, grammar, spelling, vocabulary, and punctuation;
- Techniques for providing a high level of customer service by effectively interacting with the public, vendors, contractors and staff;
- Knowledge and experience in special district administration is a plus.

## Job Description

- Accounts payable, review and code invoices, prepare, print and mail checks;
- Review and reconcile vendor statements monthly;
- Prepare yearly 1099s for vendors;
- Accounts receivable, billing customers and sending monthly statements on unpaid accounts;
- Send citations and letters out on weed abatement notices;
- Collect payments and enter to QuickBooks and excel;
- Assist with yearly audit;
- Assist with reconciliation of year-end budget and preparation of annual budget;
- Reconcile monthly bank statements in QuickBooks;
- Administer district Records Retention Program and keep files updated;
- Answer phones, greet visitors, open and distribute mail;
- Help the Administrative Manager in a variety of other tasks including but not limited to backing position up during sick and vacation days, learning payroll and retirement reporting, preparation of yearly documents for state and county, answering to Board of Directors, budgeting and taking minutes at various meetings;
- Assist Fire Chief and Battalion Chief's with various job duties as needed;
- 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;
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner, organize own work, set priorities and meet critical deadlines.



## Compensation and Benefits

As an employee of the Rancho Adobe Fire Protection District, the rate of pay is \$25.00/hour and following successful completion of probation, you will be entitled to a flexible working environment. The current needs of the district are approximately 10 hours per week up to a maximum of 20 hours per week. Benefits are limited to:

**Retirement:** After working 1000 hours in a fiscal year (July through June) entry into CalPERS retirement system; 2.7% @ 57 ("Classic" Members) or 2% @ 62 ("PEPRA" Members).

**Sick Leave:** Accrued at 1 hour per each 30 hours worked, in accordance with the California Paid Sick Leave Law.

## Application and Selection Process

The closing date for this recruitment is 5:00 p.m. on June 28, 2019. To be considered for this opportunity, please fill out an employment application and send a cover letter and resume to [jbechtold@rafd.org](mailto:jbechtold@rafd.org). Employment applications are located on our website: [www.rafd.org](http://www.rafd.org). Following the closing date, your application will be screened and the most highly qualified applicants will be contacted to schedule the next step in the process. A formal selection will be made in early July 2019, following completion of a background, reference and credit check. The start date is anticipated to be late July 2019.

