

# RANCHO SANTA FE FIRE PROTECTION DISTRICT



<b>Position Title</b>	Executive Assistant/Board Clerk
<b>The Rancho Santa Fe Fire District (District)</b>	<p>This is a full-time, non-exempt, non-supervisory position reporting to the Fire Chief and Board of Directors. The Executive Assistant/Board Clerk will perform a wide variety of administrative support responsibilities and technical duties for the District. Responds to inquiries and provides information and assistance to the public relating to District policies, procedures, and activities; and performs related work as assigned. The work may be confidential by nature involving sensitive material and/or important strategic and policy decisions.</p>
<b>Duties</b>  <i>The following are the typical duties performed by employees in this classification. However, this job specification is intended to identify essential functions and requirements of the job and should not be considered all-inclusive.</i>	<ul style="list-style-type: none"> <li>• Backup to the Permit Technician, please see Permit Technician Job Description.</li> <li>• Greet and assist the public, elected officials, and staff in person, telephone, and by email with inquiries regarding District activities; respond to public records requests.</li> <li>• Provide customer service by telephone, email, and at the counter; explain District services, policies, and procedures; and respond to inquiries and complaints.</li> <li>• Provide staff assistance to the Fire Chief for professional, technical, and legislative activities.</li> <li>• Provide routine and complex professional administrative support to staff and elected officials (typing, preparing, assembling, copying, binding, posting, distributing, tracking).</li> <li>• Provide general assistance in support of fiscal activities including data entry, deposit of checks, and collection of related signatures.</li> <li>• Participate in various committees and special projects and attend staff, team, and special meetings.</li> <li>• Transmit information and requests; make travel arrangements; carry out and monitor activities initiated by the Fire Chief; keep informed of pertinent matters relating to District Administration; and represent the Fire Chief, as appropriate.</li> <li>• Perform website and external notification system posting updates including: general information and alerts; meeting agendas, documents, recordings, and minutes.</li> <li>• Provide administrative support to the Board, such as preparing correspondence, scheduling, responding to questions, making travel arrangements, and serving as a liaison for the Board of Directors.</li> <li>• Maintain current knowledge of developments related to Board procedures, Brown Act, and other legal requirements and provide direction and information to Board; evaluate the impact of changes in the law on the Board operations; make recommendations for policy and improvement for Board purposes.</li> </ul>

## Duties

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- Update and maintain all Board of Directors policies and procedures and ensure accuracy on all documents.
- Perform activities associated with the production, publication, and maintenance of District records, agendas, minutes, and Public Hearing Notices relating specifically to the Board of Directors; prepares and reviews staff reports, resolutions, and ordinances.
- Serve as custodian of the District Seal and official District records and documents, work with District Division Heads to keep records properly indexed for reference; oversee District records management and records retention schedules and maintain associated policies and documents.
- Compile a variety of internal reports for submission to the Board of Directors.
- Prepare detailed and often confidential correspondence, reports, forms, invitations, graphic materials, and specialized documents from drafts, notes, brief instructions, or corrected copy, proofread materials for accuracy, completeness, compliance with District policies, format, and English usage, including grammar, punctuation, and spelling.
- Manage the preparation and review of agenda meeting information packets for Board members and others; prepare meeting agenda, action items list, and presentation materials for Board; assure the accuracy and integrity of the agenda packet and departmental documentation; assure development and legal compliance in adoption of resolution and ordinances, determine, and meet legal and other deadlines.
- Distribute final agenda and back-up materials; ensure compliance with legal requirements regarding governing public notice, document posting, and publish Board documents, including website publishing.
- Take and maintain a complete and accurate record of the proceedings and actions relating to Board of Directors meeting; prepare, edit, file and distribute hearings, letters, agreements, contracts, resolutions, ordinances and other vital records and documents resulting from board actions; follow up on board actions to ensure proper preparation and exclusion of board actions in a timely and professional manner.
- Attends board meetings and public hearings which may be out of normal working hours.
- Work directly with Board of Directors committees on assignments.
- Receive, review, and coordinate the District's response to requests for public records; provide certified copies of documents as required in compliance with applicable law.
- Independently prepare correspondence and memoranda on Board matters.
- Manage audio/video scheduling, notification, recording, and posting of District meetings and events; communicates with Information Technology consultants and others regarding information and data needs and issues.

## Duties

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- Coordinate updates to the District's conflict-of-interest code; coordinate annual Statement of Economic Interests Form 700 filings as required by the Fair Political Practices Commission, transmit designated original Form 700 filings to the County Elections Office.
- Coordinate with the County of San Diego to plan for District elections; oversee the distribution and completion of required election forms and ensure their submission to the County Administration Department.
- File and administer Oaths and affirmations related to the elected officials and employees.
- Preserve confidentiality of sensitive material routinely encountered as part of work assignments.
- Any other duties as assigned.

## Qualifications

*To perform a job in this classification, the individual must be generally able to perform the essential duties described in this job description. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the specific job.*

Minimum age of 18 years is required

### **Education**

- High school diploma or GED equivalent.

### **Experience**

- Any combination of training, education, and experience that clearly demonstrates possession of the knowledge and abilities needed to perform the typical duties listed above.
- Must attend the annual California Special District Association (CSDA) Board Secretary/Clerk Conference to obtain the certification.
- Become a Notary Public in California, through the National Notary Association; within two years of appointment.

### **Knowledge and Abilities**

- Modern office practices, procedures, business arithmetic, basic accounting, and equipment including computers and related software applications (Word, Excel, PowerPoint, etc.)
- Demonstrate proficiency in utilization of a broad range of programs, services, and administration to perform the work within established timeframes.
- Techniques for providing excellent customer service to the public, elected officials, District staff, regulatory agencies and business partners.
- Ability to work in a professional manner with the Board of Directors, Chief Officers, and all District personnel.
- Establish and maintain cooperative working relationships with those contacted in the course of business, including other employees, managers and executives, vendors, consultants, contractors, and the public.
- Establish and maintain recordkeeping principles and procedures; managing, filing, indexing, and cross-referencing methods; in a variety of hard copy and/or electronic records.

## Qualifications

*Continued*

### **Knowledge and Abilities (continued)**

- Ability to compose and prepare regular and special reports, research reporting methods, techniques and procedures, statements, and forms and organized and execute high-end secretarial work required in an office.
- Ability to understand questions or problems and to give clear and satisfactory responses.
- Analyze and resolve office administrative and procedural concerns and make process improvement changes to streamline procedures.
- Comprehend, interpret, and effectively apply District policies, local, state, and federal laws, along with the relevant technical terminology pertaining to administrative and secretarial functions within special districts and public agency governing boards. Apply this knowledge to specific situations as needed.
- Initiate and organize work, exercise sound independent judgment within established policies and guidelines, maintain confidential and/or sensitive information, coordinate projects, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Perform a wide variety of complex and technical administrative support duties (calculate, create, compile, compose, proofread, and edit) independently with an emphasis on accuracy, timeliness, and attention to detail in a professional manner.
- Read, understand, interpret and implement policies, procedures, technical processes, and computer applications related to the District and to the Board of Directors and their functions.
- Principles, practices, and procedures of public administration in a special district setting.
- Communicate effectively, clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Strong business writing and formats for reports and correspondence; English grammar, usage, spelling, punctuation, and composition. Communicate effectively, orally and in writing.
- Organization and function of public agencies, including the role of an elected Board of Directors and appointed boards and commissions.
- California laws pertaining to public agency governing boards and special districts, freedom of information requests, public elections, Public Records Act, Brown Act requirements, Fair Political Practices Commission regulations, filing procedures for campaign statements, conflict of interest statements and meeting notices and agenda setting requirements.
- Knowledge of Health Insurance Portability and Accountability Act (HIPAA) (42 USC § 201 et seq. )
- Ability to work under pressure and meet deadlines.

<p><b>Accountability</b></p>	<ul style="list-style-type: none"> <li>• The highest level of confidentiality, tact, diplomacy and courtesy is required in the completion of duties and working with others.</li> <li>• Successful candidates has to complete a confidentiality agreement.</li> </ul>
<p><b>Physical Demands and Working Environment</b></p> <p><i>The conditions described herein are representative of those that must be met by an incumbent to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform, the essential job functions.</i></p>	<p>Work is performed in a typical office environment with the following characteristics:</p> <ul style="list-style-type: none"> <li>• Mobility — frequent use of keyboard; frequent sitting for long period of time; intermittent walking or standing; and occasional bending or squatting.</li> <li>• Lifting — frequently up to 10 pounds; occasionally up to 25 pounds.</li> <li>• Vision — constant use of overall vision; frequent reading and close-up work; occasionally color and depth vision; identification and distinguishing of colors and depth.</li> <li>• Dexterity— frequent repetitive motion; frequent writing; frequent grasping, holding and reaching.</li> <li>• Hearing/Talking—frequent hearing and talking, in person and on the phone.</li> <li>• Emotional/Psychological—frequent decision-making and concentration; frequent problem solving; frequent contact and interaction with public, co-workers, and other professionals; intermittent periods of working alone.</li> <li>• Environmental—frequent exposure to computer screens and noise.</li> </ul> <p><b><u>Driving History</u></b></p> <ul style="list-style-type: none"> <li>• Applicants must possess a valid "Class C" California Driver's License with a good driving record at the time of employment.</li> </ul>
<p><b>Uniform</b></p>	<ul style="list-style-type: none"> <li>• Business Casual.</li> </ul>
<p><b>Vehicle</b></p>	<ul style="list-style-type: none"> <li>• Not applicable.</li> </ul>
<p><b>Benefits</b></p>	<ul style="list-style-type: none"> <li>• Reference Benefits Page.</li> </ul>
<p><b>Work Schedule</b></p>	<ul style="list-style-type: none"> <li>• Successful applicants may be assigned to work a 4/10 schedule. Starting 01/21/2024. Monday thru Thursday or Tuesday thru Friday hours 7:00 am — 5:30 pm (subject to change)</li> </ul> <p><b><u>NOTE:</u></b> Under State law, Title I, Section 3100 of the California Government Code, all government employees are declared Disaster Service Workers who can be called upon in any emergency. As such, employees may be required to perform duties outside their normal job responsibilities.</p>

## Application Process

- All applications will be reviewed for completeness and the most appropriately qualified individuals will be invited to continue in the selection process.
  - ◊ Completed Fire District Application—Signed
  - ◊ Resume
  - ◊ Supplemental Questions (Optional per Fire Chief, see Job Flyer)
- A completed Fire District application, resume, and required documents shall be hand delivered or mailed to the administrative office.  
*(See Job Flyer for details on address locations)*
- Resumes without application will not be accepted
- Postmarks will not be accepted
- The examination process for the position may include any or all of the following components:
  - ◊ Oral Interview
  - ◊ Background Investigation (Optional per Fire Chief)
  - ◊ Drug Test (Optional per Fire Chief)
  - ◊ LiveScan (Optional per Fire Chief)
  - ◊ Credit Check (Optional per Fire Chief)