



ADMINISTRATIVE ASSISTANT [I,II,III] RECRUITMENT

Applications Due by February 5, 2025

CLICK HERE TO APPLY!

THE DEPARTMENT

Ross Valley Fire Department is a consolidated Joint Powers Authority with the mission of protecting lives, property, and the environments of Ross, San Anselmo, Sleepy Hollow, and Fairfax through education, prevention, and community service while working together in a professional and caring manner that is fair, honest, respectful, and ethical. The department continues a tradition of fire protection in the Ross Valley that dates back more than 100 years. RVFD has 35 sworn positions and non-sworn positions.

WHY ROSS VALLEY

At Ross Valley Fire Department, we're not just colleagues — we're a tight-knit family. Our members don't just stay for a job; they build careers that span their entire professional lives. We take pride in fostering a culture that values dedication, camaraderie, and excellence.

We understand the importance of work-life balance, which is why we've cultivated a supportive environment where members can thrive both professionally and personally. Our commitment to a family-oriented atmosphere extends beyond the firehouse doors, embracing spouses, children, and loved ones as integral parts of our extended family.

Our Firefighters Club serves as a hub for social gatherings, community outreach, and professional development opportunities. Whether it's organizing fundraisers, family events, or making donations to charities, we prioritize giving back to our communities.

THE POSITION

The Ross Valley Fire Department is seeking to hire one (1) full time Administrative Assistant, I, II, or III, depending on qualifications. The Administrative Assistant position of the Ross Valley Fire Department has job duties that include a full scope of office and support services. The Administrative Assistant must exercise a high degree of initiative and independent judgment in performing confidential and complex secretarial work related to the daily operations of the Department with emphasis on ensuring efficient operation of the Department's business office. This position also provides general and confidential secretarial support to the Fire Chief.

RESPONSIBILITIES

Typical responsibilities include processing Department payroll; accounts payable and receivables; scheduling, meeting planning, receiving phone calls and answering inquiries from the public courteously and efficiently; serving as the receptionist for visitors; processing building plan permits and accepting building plan documents for processing by appropriate Department staff; preparing and distributing correspondence and memorandums; sets up and maintains a variety of office files and records for the completion of reports and projects; compiling statistical, budgetary, inventory,

payroll, timekeeping, and purchasing data and compiles reports as required; performing routine clerical tasks such as filing, duplicating, photocopying, assembling bulk mailing, taking meeting minutes and Board meeting packets. The Administrative Assistant works under the direction of the Fire Chief.

Our highly qualified candidate will be extremely organized and able to multitask in an environment where priorities can change rapidly. The ideal candidate has a strong understanding of internal and external customer service practices. They work independently, effectively managing details while maintaining a big-picture mentality, and possess excellent computer technology skills with the ability to learn in-house systems. The successful candidate will interact comfortably and skillfully with senior level executives within and outside the organization as well as with our staff, vendors, clients, and visitors.

These specifications are only intended to present a descriptive summary of the range of duties and responsibilities of the Departments Administrative Assistant. Therefore, specifications may not include all duties performed by the Administrative Assistant.

REQUIRED SKILLS

Proficiency with Google Workspace, and Microsoft software as well as knowledge of proper English, spelling, grammar, composition, oral communication, basic mathematics and interpersonal skills is required. Ability to learn, interpret, explain and apply Ross Valley Fire Department policies and procedures and other departmental software.

EXPERIENCE

Any combination of education and experience that would demonstrate possession of the knowledge and skills listed.

The Administrative Assistant I is the Department's entry level position for this classification. Placement into the Administrative Assistant classifications of I, II, or III will be dependent upon a candidate's experience and qualifications.

Administrative Assistant I: Typically, the equivalent to one year of increasingly responsible administrative support experience relieving managers, supervisors or program administrators of clerical and administrative duties; or three years of increasingly responsible clerical experience.

Administrative Assistant II: Typically, the equivalent to three years of increasingly responsible administrative support experience relieving managers, supervisors or program administrators of clerical and administrative duties. Experience in a public sector or law enforcement environment or dealing with governmental, community and business representatives is desirable.

Administrative Assistant III: Typically, the equivalent to four years of substantial and increasingly responsible administrative support experience which includes at least two years as an advanced journey level administrative assistant providing management level support. Experience in a public sector or law enforcement environment or dealing with governmental, community and business representatives is desirable. College or business school training in a field related to the work is desirable.

ADDITIONAL REQUIREMENTS

There is a no tobacco use policy in effect for Department employees. The Fire Department will require documentation of the legal right to work in the United States as required by the Immigration Reform and Control Act upon hire. The Department will require the applicant to undergo a detailed background, non-safety medical evaluations, Live Scan report, and DMV report. With prior notice to the Fire Chief regarding testing or job performance modifications, the Department will make every attempt to offer reasonable accommodations for qualified applicants and employees with disabilities. Information contained herein is subject to change and does not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

COMPENSATION AND BENEFITS

- ◆ Annual Base Salary Range
 - ◆ Administrative Assistant I—\$82,212 to \$90,636
 - ◆ Administrative Assistant II—\$86,328 to \$95,172
 - ◆ Administrative Assistant III—\$90,636 to \$99,936
- ◆ Vacation— 10 days per year (starting)
- ◆ Sick Leave— 12 days per year
- ◆ Holidays— 13 days per year
- ◆ Enhanced Health & Wellness Program with Annual Cancer Screening
- ◆ Health Cafeteria Plan allowance up to CalPERS full family Kaiser
- ◆ Cash in-lieu of medical benefits up to \$270 a month
- ◆ Life Insurance— Provided coverage of \$10,000, w/ additional amounts available at employee cost
- ◆ Retirement— PERS Miscellaneous Members (eligibility and placement is determined by CalPERS)
- ◆ 457 Deferred Compensation Plan
- ◆ Retirement Health Saving plan with employer match
- ◆ Uniform Allowance—\$720 per year
- ◆ Employee Assistance Program (Concern Health)

RECRUITMENT TIMELINE

- ◆ Recruitment Opens— January 8, 2025
- ◆ Recruitment Closes— February 5, 2025 at 5pm
- ◆ Interviews— Week of February 24, 2025
- ◆ Conditional Job Offer— Week of February 24, 2025
- ◆ Start of Background Investigation— Week of March 3, 2025
- ◆ Anticipated Start Date— May 2025

APPLICATION PROCESS

To be considered, submit the following items in PDF format to applications@rossvalleyfire.org:

- ◆ Ross Valley Fire Department Application (located on Ross Valley Fire Department's website)
- ◆ One-Page Cover Letter
- ◆ Resume

Meeting the minimum qualifications does not guarantee advancement in the selection process.