

Kensington Fire Protection District



Position Title	Executive Assistant/District Clerk
Status	FLSA Non-Exempt, Part-time, Non-benefitted
Hourly Rate	\$35 - \$40 per hour

Definition

Under general direction of the General Manager, performs a wide variety of confidential, complex and technical office and administrative support.

Distinguishing Characteristics

Incumbents in this single-class, part-time position possess a broad understanding of local government administrative functions enabling the interpretation and application of District policies, procedures, and regulatory requirements with minimal work direction and instruction. Responsible for a wide variety of complex professional administrative work requiring independent judgement and discretion including preparation of meeting agendas and minutes.

Supervision Received and Exercised

Receives supervision from the General Manager; does not supervise.

Essential Duties – *Duties may include, but are not limited to the following:*

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties that are not listed below; there are no marginal duties.

- 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.
- Provide routine and complex professional administrative support to staff and elected officials (typing, preparing, assembling, copying, binding, posting, distributing, tracking).
- Prepare meeting agendas and minutes; execute official District documents; post agenda and other documents in public locations and electronically.
- 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.
- Perform website and external notification system posting updates including: general information and alerts; meeting agendas, documents, recordings, and minutes.
- Provide general assistance in support of fiscal activities including data entry, deposit of checks, and collection of related signatures.
- Oversees the maintenance and operation of office systems including purchase of supplies and scheduling of service.
- Pick-up and deliver District documents and records.
- Perform related duties as assigned.

Minimum Qualifications

Any combination of education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way would include:

- Associates degree in a related field.
- Five (5) years of increasingly responsible administrative experience involving the maintenance of official records and documents with three (3) of those years of experience preferably in municipal government

Knowledge and Abilities

Working knowledge of:

- Local, state and federal laws, codes, regulations, and policies pertaining to public agency governing boards and special districts, including the Brown Act and meeting notice and agenda setting requirements.
- Business writing and formats for reports and correspondence; English grammar, usage, spelling, punctuation, and composition.
- Records management, filing, indexing, and cross-referencing methods.
- Office practices, procedures, business arithmetic, basic accounting, and equipment including computers and related software applications (Word, Excel, PowerPoint, etc.)
- Techniques for providing excellent customer service to the public, elected officials, District staff, regulatory agencies and business partners.

Ability to:

- Understand, interpret, and apply District policies and procedures, and local, state and federal laws applicable to special district and public agency governing Boards.
- Perform a wide variety of complex 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.
- 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.
- Communicate effectively, orally and in writing.
- Demonstrate proficiency in utilization of related computer hardware and software applications to perform the work within established timeframes.
- Establish and maintain cooperative working relationships with coworkers, elected officials, outside agencies and the general public

License or Certificate

Possession of, or the ability to obtain and maintain, a California Driver’s License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

Physical Capabilities

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				✓
Hearing				✓
Standing/Walking		✓		
Climbing/Stooping/Kneeling		✓		
Lifting/Pulling/Pushing		✓		
Approximate Maximum Weight to Lift		20 Pounds		
Fingering/Grasping/Feeling				✓
Describe Working Conditions	95 Percent Indoors/5 Percent Outdoors			