



WILDERNESS RANCH FIRE PROTECTION DISTRICT

Commissioners: Chris Collins (District 1) • Josh Owens (District 2) • John Larson (District 3)
Fire Chief: Colton McCarthy • Clerk: Melanie Clark

Part-Time Administrative Assistant Job Description

TITLE: Administrative Assistant

PRIMARY FUNCTION: The primary role of the Administrative Assistant is to support the Wilderness Ranch Fire Protection District (WRFPD) Fire Chief and the WRFPD Board of Commissioners in administrative duties pertaining to the business of the district.

APPOINTMENT: This position shall be hired by the WRFPD Board of Commissioners and serve under the direct supervision of the WRFPD Fire Chief.

DUTIES AND RESPONSIBILITIES:

1. Create, maintain, and keep records of Standard Operational Guidelines (SOGs)
2. Create, maintain, and keep records of fire department trainings:
3. Create, maintain, and keep personnel records
4. Maintain records of incidents throughout the year
 - a. Provide billing company with appropriate information for incident billing
5. Create, maintain, and keep records of fleet and equipment maintenance activities
 - a. Coordinate recurring maintenance schedules with vendors
 - b. Log apparatus and equipment checks performed by personnel and inform Fire Chief of issues as they arise
6. Administer components of the district's Public Information Program:
 - a. Post the agenda and meeting minutes of the commissioners' meetings, budget hearings, and other public hearings pursuant to Idaho State Code
 - b. Manage WRFPD's website and social media
 - c. Respond to public information requests
 - d. Provide local news outlets with information about events, noteworthy incidents, trainings, etc.
7. Send department reminders to personnel for training, all-hands meetings, events, etc.
8. Plan, coordinate, and post notices for various events, such as blood drives, fundraisers, etc.
9. Track fire district statistics and trends for training, incidents, district demographics, etc.
10. Create monthly and annual reports both internally and to be distributed publicly on statistics, training, incident and event highlights, etc.
11. Perform duties as District Clerk including:
 - a. Submitting election paperwork and maintain election records
 - b. Attending commissioners' meetings to record meeting minutes
 - c. Documenting and producing meeting minutes within 72 hours of commissioners' meetings
 - d. Other office or administrative duties as assigned

ADDITIONAL DUTIES AND RESPONSIBILITIES (common to all fire department/district positions):

1. Be able to operate district vehicles and equipment and to be insured if the position requires

2. Have a good knowledge of state and federal regulations governing fire and EMS services
3. Attend trainings that pertain to the position
4. Ensure strict confidentiality in all cases of patient care in accordance with the HIPPA
5. Interact with other agencies and the public effectively and professionally
6. Bring perceived problems regarding personnel, morale, budgetary needs, etc. to supervisor, Chief, or Assistant Chief
7. Adhere to district SOGs, policies and procedures

OTHER REQUIREMENTS AND POSITION INFORMATION:

This position is considered at-will and serves at the discretion of the Fire Chief and/or the WRFPD Board of Commissioners.

The Administrative Assistant's work schedule, which shall not exceed 19 hours per week, will be flexible; however, attendance at some meetings and events that take place in the evening will be required. Working offsite will be possible up to 50% of the time.

The terms of employment, including work hours, pay structure and duties, may be adjusted based on operational needs and funding availability.

Any applicant for this position must:

1. Pass a background check with no felony convictions or disqualifying criminal history.
2. Be U.S. Citizen or legally allowed to work in the United States.
3. Be of good moral character and temperament.
4. Have proficiency with MS Word, Excel, PowerPoint and Quickbooks.
5. Have reasonable typing skills.
6. Have proficiency with recordkeeping.
7. Be able to operate standard office equipment and program applications appropriate to assigned duties.
8. Be punctual and pay attention to detail.
9. Be able to perform essential job functions and other duties that may require bending, stooping kneeling, stretching and other physical and performing tasks involving hand/wrist and arm movement.

ANNUAL PERFORMANCE REVIEW: The performance of the Administrative Assistant will be evaluated annually by the Fire Chief.