



Sonoma County Fire District

Invites Applications for The Position of
Administrative Assistant

Salary: \$82,425-\$90,873

The Community



Located less than an hour's drive north of San Francisco, Sonoma County enjoys the world-class culture of the San Francisco Bay Area, while still maintaining its agricultural heritage and rustic charm. Not surprisingly, Sonoma County was recently ranked as one of the top 100 metropolitan places to live. With award winning wineries, miles of hiking trails, towering redwoods, the pacific coastline, Sonoma County is a hub of activity and an ideal place to live and work. Over 25,000 businesses, both large and small, call Sonoma County home. Having some of the most

affordable housing costs and a more competitive cost-of-doing-business compared to the rest of the San Francisco Bay Area, it's no surprise businesses are discovering Sonoma County.



The District

Beginning several years ago, our district started the journey of annexation (merging) several agencies into one with the singular goal of increasing overall services to our communities. Today, we serve the Town of Windsor, Larkfield, Wikiup, Mark West, Mountain Home area, Middle Rincon Valley, Bennett Valley, Bellevue, The Graton Casino, Fulton, Russian River / Guerneville, Bodega Bay and the surrounding unincorporated areas. We have a rich history of great agencies with a new history in the making.

The Sonoma County Fire District is a leader in all risk fire-EMS services. We have 84-line staff, 4 Apprentice Firefighters, and 42 volunteers. The administration includes a Fire Chief, two Deputy Chiefs, four Division Chiefs (Administration, EMS, Prevention and Training/Safety), four Battalion Chiefs (Shift and Volunteer), a Deputy Fire Marshal, two Fire Inspectors, a Community Outreach Specialist, a finance division, and administrative support. The district serves more than 436 square miles and has a population of more than 90,000 people. We are a special district managed by a 7-member elected board of directors. While we continue to grow, our workforce and infrastructure are growing with us.

Our Mission: To compassionately care for the safety of our communities and our visitors through progressive professional emergency preparedness and response.

The men and women of the Sonoma County Fire District serve our communities with honesty, integrity, respect, and an unwavering commitment to excellence. Customer care and community involvement is our culture. “We have it all” when it comes to diversity of response areas, including a municipal airport, commuter rail, large wineries, a large rural area, a variety of businesses both large and small, a large wildlife preserve, major travel routes and one of the state’s largest casinos. The Russian River runs We believe in providing the highest level of professionalism to our communities; therefore, we will serve with honesty, respect, and integrity. We believe in a positive and professional work environment; therefore, we will treat everyone with respect and honesty. We believe in the importance of flexibility and adaptability; therefore, we will welcome growth and change. We believe that honesty is essential; therefore, we will be transparent in every aspect of service. We believe being compassionate is essential; therefore, we will treat everyone with kindness. We believe in investing in the wellness and development of our members; therefore, we prioritize their health and development. through the district, surrounded by large wineries, farmland, and open space. With that kind of variety, there are no “routine” calls for service in our district. In addition to a modern fleet of Type I, Type III and Type VI fire engines, our District has a ladder truck, rescue, ALS ambulances, boats, jet skis, helicopter, and eleven stations. Most engine companies provide advanced life support and the District is expanding these services.



The Position

Under direct supervision of the Executive Assistant, the Administrative Assistant provides administrative support to assigned divisions and performs a variety of office with an emphasis in human resource support functions, managing files and information about employees and their benefits, payroll, retirement, accounting functions, provides customers service to the public and performs related work as required.

Minimum Qualifications

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying, such as the following:

- High school diploma or equivalent;
- Two (2) years of responsible bookkeeping, payroll, and customer service experience;
- California Department of Motor Vehicle Class C license with clean driving record.

The Ideal Candidate

Desirable training and experience are:

- One year of college level course work in accounting or financial record keeping or closely related field;
- Knowledge and experience in special district administration;
- Experience as a Board Clerk highly desirable;
- Knowledge and experience with CalPERS reporting
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook);
- Knowledge of Human Resources best practices and employment laws;
- Willingness to learn and grow within the Human Resource field.

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Application and Selection Process

Applications and supplemental questions are due by Monday March 25, 2024, at 5:00 PM, via email, in person or regular mail attention Kathy Washington (kwashington@sonomacountyfd.org). Please provide a cover letter, resumé, district application, and supplemental questions. Qualified candidates will be invited to participate in an interview process. All information at sonomacountyfd.org

Compensation and Benefits

Salary: \$82,425-\$90,873

Insurance benefits: Employee are eligible to participate in a group medical, dental, and vision plan

Vacation: 6 to 16 hours a month depending on years of employment

Sick Leave: From 10 to 16 hours a month depending on years of employment

Holiday: 13 paid holidays

Retirement: Retirement: CalPERS 2.7 % @ 55 (classic) 2% @ 62 (PEPRA)

Other benefits: \$200 per month match towards deferred compensation (457 program), tuition reimbursements, and life insurance.

Questions

If you have any questions, please reach out to Kathy Washington, kwashington@sonomacountyfd.org or our website at sonomacountyfd.org

NOTE: Information contained in this announcement is general information only and does not constitute, express nor imply a contract. The information provided is subject to change.

We believe in providing the highest level of professionalism to our communities; therefore, we will remain committed to honesty and integrity.

We believe in a positive and professional work environment; therefore, we will treat everyone with respect and honesty.

We believe in the importance of flexibility and adaptability; therefore, we will welcome growth and change.

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**Administrative Assistant- Human Resources
Supplemental Questions**

- 1) What interests you in this position as Administrative Assistant?

- 2) What management style do you prefer?

- 3) Do you have direct experience with working with a Board of Directors?

- 4) Please describe your experience with purchasing/procurement and contract administration.

- 5) What type of office environment do you flourish in?

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