



LARKSPUR FIRE PROTECTION DISTRICT

9414 South Spruce Mountain Road, Larkspur, Colorado 80118

Business Phone: (303) 681-3284

Toll Free: (877) 758-3635

Fax: (303) 681-3201

Job Announcement

Administrative Assistant

Status: Non-Exempt Full-Time Position

Work Hours: 40-Hour Work Week

Compensation: \$63,802 - \$80,391 annually

Benefits:

- FPPA defined pension plan
- Employee and family medical and dental coverage (85% district cost responsibility/ \$450 district additional contribution / 15% remainder employee cost responsibility)
- Paid time off (vacation and sick leave)

Interested applicants must submit an employment packet containing current and legible copies of the following documents:

- Resume with a cover letter
- High school/GED or college diploma
- State driver's license
- Any professional certifications the candidate may possess related to the position (refer to attached job description)

Applicants may submit employment packets to Jobs@larkspurfire.org. Employment packets may also be hand delivered Monday through Friday, between 0800 hours and 1700 hours, to LFPD Station 161, 9414 Spruce Mountain Road, Larkspur, CO 80118. Submitted packets, whether submitted via email or hand delivered, must be received no later than 1700 hours, June 16, 2023.

Following an internal application packet review process, the most qualified applicants will be invited to participate in the hiring process. Invitations to participate will be delivered via e-mail no later than June 21, 2023. The hiring process dates are as follows:

- Panel interview – July 7, 2023 (candidate invitations will designate interview times)
- National background check (to be scheduled after candidate acceptance of conditional offer of employment)
- Psychological fitness examination (to be scheduled after candidate acceptance of conditional offer of employment)



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The anticipated start date for this position is August 1, 2023. The District has only one vacancy for this position. Qualified candidates who are not initially offered the position will be placed on a ranked hiring list for a period of 12 months.



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Position Description / Essential Job Function

Position Title: Administrative Assistant
Division: Administration / Fire District
Reports to: Fire Chief
FLSA Status: Non-exempt (full-time/hourly)
Date Created: June 12, 2011
Last Revision date: May 30, 2023

Definition:

The Administrative Assistant provides administrative services for the Chief, Command Staff, Board of Directors, and line staff.

Work Schedule:

This position of Administrative Assistant works a standard work week, Monday through Friday from 0800 hours to 1700 hours. Regular overtime hours are required once monthly during the scheduled Board of Directors meeting. Additional overtime hours may be required in the case of scheduled special board meetings, workshops, district sponsored community events, or emergency situations necessitating the presence of this employee.

Location of Work

Work is expected to primarily be performed on-site at the District's main station or as directed by the Fire Chief. Some remote work may be permitted upon the Fire Chief and the Board of Directors approval.

Essential Functions of the Position:

The primary duties and general responsibilities of the Administrative Assistant include but are not limited to the following.

- Respond to public inquiries with professionalism and compassion.
- Refer questions to appropriate staff members.
- Work independently to complete assigned tasks.
- Compose official documents and correspondence for staff, or proofread official documents and correspondence written by staff members.
- As assigned, successfully complete special projects involving a high degree of administrative skills.

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- Communicate clearly and concisely, both orally and in writing.
- Efficiently operate and use modern office equipment, including networked computer, copier, printer, and fax equipment.
- Maintain an adequate inventory of office supplies and equipment within budget.
- Responsible for uniform/t-shirt ordering including patches, flags, badges, and name tags.
- Maintain certain aspects of the District's record management system, including but not limited to personnel and user list modules.
- Manage member's access to district email.
- Establish and maintain cooperative working relationships with the Fire Chief, Command/Administrative staff, Board of Directors, line staff, and the general public.
- Promote a professional image of the District.
- Maintain an organized and clean work area and assist with general maintenance of administrative offices.
- Perform routine data entry and filing.
- Compile employee payroll information and submit it to the District's accountant and contracted payroll vendor.
- Compile purchase receipts and invoices for budgetary coding and communicate that information to the district's Accountant.
- Maintain confidentiality of all sensitive data and information.
- Perform additional administrative duties and/or tasks assigned.

Qualifications and Requirements:

- Minimum of a high school diploma or equivalent with preference of an associate degree or higher in a related field.
- A minimum of two years of adequately demonstrated administrative experience with a public or private sector organization.
- Possess and maintain a current State driver's license.
- Proficiency in the use of Microsoft Suite programs (Word, Excel, PowerPoint, Outlook, and Microsoft Teams).
- Basic knowledge of governmental accounting practices.
- The ability to read, write, speak, and understand the English language at a level adequate to perform the job.

Working Environment/Physical Requirements:

- This position involves primarily sedentary administrative work in an office environment.
- Moderate physical activity is required; for example, the ability to lift items in excess of 50 pounds occasionally and up to 20 pounds frequently.
- Standing, walking, sitting, stooping/bending, lifting, and repetitive motion.
- Frequent use of sensory activities such as speaking, seeing, hearing, smelling feeling (identifying objects by touch), and depth perception.

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Limitations of the Position:

The District ordinarily will not employ close relatives or intimate acquaintances under circumstances where:

- One would directly or indirectly exercise supervisory, appointment, or dismissal authority over the other.
- One would directly or indirectly have authority over disciplinary action as to the other.
- One would audit, verify, receive, or be entrusted with money received or handled by the other in the course of employment.
- One would have access to the employer's confidential information, including payroll and personnel records.

For purposes of this policy, a close relative is anyone of equal or greater relationship than a first cousin, which includes anyone descended from the employee's grandparents. In addition, a close relative includes an employee's spouse, and anyone descended from that spouse's parents.

When employees of the District become related and their working relationship is prohibited by this policy, one employee will be required to transfer to another position, provided a position is available, or to resign. If neither affected employee voluntarily transfers or resigns, the District shall terminate or transfer one of the employees, at its discretion.