

An aerial photograph of Stinson Beach, California, showing the coastline, sandy beach, and surrounding hills. A semi-transparent light blue rectangular box is overlaid on the upper half of the image, containing the title and district name. The text is in a clean, sans-serif font. The background shows the ocean waves breaking on the shore, a line of houses along the beach, and a densely forested hill in the foreground.

Administrative Specialist

STINSON BEACH FIRE PROTECTION DISTRICT

Dedicated to the safety and peace of mind of our community

The Ideal Candidate

Stinson Beach Fire Protection District (District), located in beautiful Marin County, California is seeking a dedicated and detail-oriented Administrative Specialist to perform a range of administrative day-to-day duties and responsibilities in support of the Fire Chief, Duty Officers, and volunteers within the District. This is an exciting opportunity for someone who is an excellent problem-solver and excited about joining a collaborative team of fire service professionals. The ability to foster a positive teamwork environment is a must for the successful candidate. Additionally, strong candidates will have experience processing payroll, administering benefits in coordination with the District's broker, and performing administrative human resources related responsibilities, which may include the scheduling of meetings and onboarding of new employees.

Additionally, ideal candidates will possess the following:

- ▶ Strong oral and written communication skills, to include the ability to successfully work and interact with individuals both internal and external to the District
- ▶ Excellent organizational skills
- ▶ Familiarity and experience working on a computer, computer applications, and other related office equipment
- ▶ Proficiency with different office software platforms and operating systems such as Quickbooks, Google Workspace, and Paychex
- ▶ Strong typing skills
- ▶ Demonstrated success in managing multiple projects and assignments, with the ability to prioritize work
- ▶ Grant writing experience, to include the ability to write and manage federal, state, and local grant proposals

Position Responsibilities

Reporting to the Fire Chief, the Administrative Specialist will organize and coordinate office administration and procedures, in order to ensure organizational effectiveness, efficiency, and safety. The Administrative Specialist will be responsible for developing intra-office communication protocols, streamlining administrative procedures, and performing inventory control. Additionally, this position will:

- ▶ Act as the point person for office management, mailing, shipping, supplies, equipment, bills and other related duties and responsibilities
- ▶ In collaboration with the District's assigned broker, manage the implementation and administration of health and wellness benefits plans, including new hire education and enrollment, and annual open enrollment.
- ▶ Organize and schedule meetings and appointments
- ▶ Conduct bi-weekly payroll
- ▶ Partner with a Human Resources Consultant to maintain office policies as necessary; implement procedural and policy changes to improve operational efficiency
- ▶ Manage relationships with vendors and service providers, ensuring that all items are invoiced and paid on time
- ▶ Assist with the recruiting process; organize orientation and training of new staff members as necessary
- ▶ Ensure office financial objectives are met by preparing annual budget for the office, planning the office expenditures, analyzing variances, and carrying out necessary corrections that may arise, with Chief approval.
- ▶ Establish a historical reference for the office by outlining procedures for protection, retention, record disposal, and retrieval
- ▶ Ensure digital filing systems are maintained and remain current

Qualifying Education and Experience

Experience: Three years of administrative or clerical experience working in an office environment. Experience working in a public sector agency is preferred.

Education/Training: Equivalent to an associate degree. A bachelor's degree is preferred.

Substitution: Please note that additional years of experience may substitute for the educational requirement on a year for year basis.

Desirable Qualifications: Prior experience performing human resources, benefits administration, and/or payroll related responsibilities is highly desirable but not required.

Compensation and Benefits

The compensation for the Administrative Specialist is \$59,718 annually. The District also offers a benefit package that includes:

- ▶ Medical/Dental/Vision: 100% employer coverage for employee; 50% for spouse
- ▶ Retirement: Employer contributes 10% of base salary toward ICMA 457 plan
- ▶ Holidays: 10 paid holidays annually
- ▶ Vacation: Varies based upon years of service. 12 vacation days, which increases after 2.5 years of employment.
- ▶ Sick Leave: 1 hour / 30 hours worked



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About Stinson Beach Fire Protection District

The mission of the Stinson Beach Fire Protection District is to ensure the safety and peace of mind of the community.

The District maintains its readiness in staffing, training, equipment, apparatus and facilities to provide effective emergency response independent of outside resources, but in coordination with those resources when necessary.

The District services the community with respect and compassion for every community member and visitor, every staff member and volunteer, upholding the trust of the community, caring for their safety and prudently managing their resources.

For more information about the Stinson Beach Fire Protection District, please visit the District's website at: <https://www.stinsonbeachfireprotectiondistrict.org/>.



Application and Selection Process

This recruitment is open until filled, with a first review of applications occurring on **Monday, October 11, 2021**. To be considered for this exciting career opportunity, please submit your application, three professional references, and responses to the supplemental questions to:

<https://www.governmentjobs.com/careers/CPSHRRS/jobs/3224896/administrative-specialist>

Application materials will be screened in relation to the education and experience minimum requirements criteria and responses to the supplemental questions outlined in this job announcement. Those candidates who are determined to be the most highly qualified for the opportunity, as a result of a possible rated secondary screening evaluation process, will be invited to participate in the next step of the selection process. It is important that you respond to all questions and carefully review your application to make sure it is complete. When responding to questions, "see resume" is not considered an adequate response. Incomplete applications may exclude you from further consideration. The selected candidate must successfully complete a pre-employment clearance which may include a reference check, background check, and fingerprinting.

Additional Information:

This is a full-time Administrative Specialist position, with the first three months requiring four days a week in the office (Monday through Thursday). The other day of work (Friday) may be performed remotely. Upon completion of three months in this position, the District and the selected candidate may discuss a mutually agreeable alternate remote schedule.

For additional information about this position, please contact:

Lisa Conner

Phone: (916) 471-3310

Email: lconner@cps.hr.us



Equal Employment Opportunity Employer: The Stinson Beach Fire Protection District is committed to diversity and invites all qualified people to apply, including persons of color, women, and individuals with disabilities. Upon request, reasonable accommodations may be made for persons with disabilities and for religious reasons, where necessary. If you have questions regarding equal employment opportunities or the position announcement, please contact the District Office at (415) 868-0622.

Supplemental Questions – Administrative Specialist

1. The purpose of this questionnaire is for you to identify your qualifications and experience in specific job-related areas. Your responses, along with your other application materials, will be reviewed and evaluated to make the initial determination of which applicants are best qualified for the position. I certify that I have read and understand the statement above concerning submission of supplemental questionnaire responses. (Yes or No)
2. Describe any experience, education, and training you possess that qualifies you for the Administrative Specialist position, including any administrative experience where you processed payroll, performed benefits administration, and/or performed administrative human resources related activities. In your response, please include the name of your employer, duties performed, and the length of time in which you performed those duties (mm/yyyy to mm/yyyy).
3. Please describe your experience and proficiency level (beginning, intermediate, and/or advanced) with common business software (i.e., Google Workspace, Paychex, Quickbooks, Microsoft Suite, and etc.). Please provide an example to support the level of proficiency for each of the identified software programs you have used.
4. Please describe any work-related experience where you were asked to review, revise, and/or provide recommendations for a policy, procedure, and/or process. In your response, please include sufficient detail to note your specific role and the duties performed.

