

Wiggins Rural Fire Protection District

701 Central Ave
Wiggins, Co. 80654
Tel: 970-483-6666

Job Description District Clerk

JOB STATUS: Part-time
SUPERVISOR: Board of Directors and Fire Chief

Our Mission and our priority as an organization is:

“ To prevent harm through professional, compassionate service”

Summary of Position:

The District Clerk is responsible to the Fire Chief and to the taxpayers for effective delivery of fire protection and other emergency services within the District. To effectively fulfill these primary responsibilities, the District Clerk must pay close attention to the District's image in the eyes of the public.

The District Clerk is responsible for operating the District's Administrative Office, including administering employee benefits, payroll and pensions, developing and managing the District's budget, administering District elections, and keeping Board meeting minutes.

This position is "at-will," which means the District may terminate the employment relationship at any time and for no reason, subject only to the requirements of federal and state law. Similarly, the employee may terminate the employment relationship without notice at any time for no reason.

Work hours: 40-50 hours per month. Generally, when the District's Administrative office is open for business. The clerk will be required to attend the monthly board meeting. Some additional hours as needed for special board or work session meetings to satisfactorily perform the duties of the position.

The Wiggins Rural Fire Protection District is committed and will comply with the Drug Free Workplace Act.

Duties and Responsibilities:

1. Perform administrative functions including typing, filing, 10-key operation, data processing, accounting, recording Board meeting minutes, and other general clerical duties.
2. Administrate and maintain the District's Information Technology (IT), Voice Over Internet Phone (VoIP), and Mobile Data Terminal (MDT) systems. This includes formulating a replacement schedule, password protection, and security of the system.
3. Assist the Fire Chief with special projects including but not limited to the annual report, newsletter, public information, elections, budget development, meeting minutes, and media relations. These projects may have strict deadlines

4. Manage the District budget and Volunteer pension fund accounts. Adopt the annual budget, audit, and reporting procedures and report such procedures to the Board and other appropriate entities. Accurately maintain the District's financial records, including accounts payable, invoicing, actuary study, annual financial audit, and bank reconciliation, according to applicable law.
5. Responsible for the processing of large amounts of currency, collecting fees, payments, and checks from the public, businesses, Federal, State, and Local government in compliance with the policies and procedures of District Board, Fire Chief, District Auditors, and required to meet the generally accepted accounting principles.
6. Maintain the District's financial records according to applicable law. Prepare and present pension fund, monthly revenue and expense reports to the Board as required. Schedule third party audits of annual District expenditures.
7. Serve as the official records custodian for the District, and maintain the District's records (i.e., personnel, pension, and security information) according to applicable law.
8. Administer benefit plans including health, dental, vision, group and life insurance for employees and volunteers.
9. Assist in filing, managing and ensuring compliance with state laws and Division of Local Government reporting requirements.
10. Assist in filing, managing, and ensuring compliance with workers' compensation claims.
11. Recommend and oversee the acquisition of the appropriate insurance coverage for all District property and personnel
12. Attend District Board, community, governmental meetings as required.
13. Maintain positive, effective working relationships with District volunteers and employees, supervisors, the District Board, the public, and other agencies, including police, the Division of Fire Safety, town government, community groups, and other professional service providers.
14. Work effectively in a team environment and use shared decision-making process.
15. Present a professional image of the district at all times.
16. Perform duties in a safe and effective manner.
17. Perform such other duties as may be assigned by the District Board or Fire Chief from on occasions
18. Many duties are time sensitive and require adherence to strict deadlines or filing dates. The Administrative Assistant must be able to identify and meet these deadlines with effective time management and prioritization skills.

Required Knowledge, Skills and Abilities:

1. Ability to read, write, speak and understand the English language at a level adequate to perform the job.

2. Knowledge of business principles.
3. Proven experience of producing correspondence and documents.
4. Proven experience in information and communication management.
5. Possess basic office skills to include the operation of computers, printers and related office-oriented software (Windows, Word, Works, Excel, Power Point, QuickBooks and Mobil Data terminals).
6. Must possess the ability to effectively communicate both verbally and in writing the English language.
7. May have no physical or mental impairments that will prevent performance of all duties
8. The District Shall provide the district clerk with a district cell to allow for direct communications with board members and command staff.

Minimum Qualifications and Certifications:

1. Must successfully pass a criminal and driving background check.
2. Must be a United States citizen or have applied for citizenship.
3. Possess High School Diploma or G.E.D.
4. Five years of documented experience working in an office setting and three years of documented supervisory experience, or a combination of education, experience, certifications, and training which clearly demonstrates the ability to perform the essential functions of the position.
5. Posses and maintain a valid Colorado driver's license with a satisfactory driving record, and be insurable by the District's insurance carrier.
6. Preferred within twelve months of hire, to obtain and maintain a valid Notary Public certification.
7. Must be a registered voter of the State of Colorado

Administration Knowledge and Abilities

8. Excellent grammar, spelling, and writing skills.
9. Possess basic accounting and mathematical skills
10. General knowledge of statutes related to fire departments, fire code, public sector budgetary law, Special District operations, human resources, and personnel.
11. General knowledge of IP telephone systems, small business computers, local network, and server management.
12. General demographic and operational knowledge of the District.
13. General understanding of Microsoft Office, Excel and QuickBooks software.
14. Ability to read, write, speak and understand the English language at a level adequate to perform the job.

Working Environment/Physical Requirements:

This position requires work in both office areas and fire station settings.

1. Working Environment

- a. The major portion of this position will involve sedentary, administrative work in an office environment.
- b. Walking short distances may be required occasionally.

2. Physical Requirements

- a. Have ability to lift, move and carry items in excess of 40 pounds (occasionally) and up to 10 pounds (frequently).
- b. Have ability to stand, walk, sit, kneel, stoop/bend, lift, squat, push, pull, reach overhead, reach away from body, climb stairs and perform repetitive motion.

ACKNOWLEDGEMENT:

I acknowledge receipt of this job description,

Signature

Date

(Print Full Name)

Fire Chief

Date

Board President

Date

The Wiggins Rural Fire Protection District is an equal opportunity employer.

Pursuant to the Immigration Reform and Control Act: It is the district's intention to hire individuals who are authorized to work and live in the United States of America.