

Salary and Benefits

The current annual salary range for the position of the Administrative Assistant - Fire is \$39,380.12 - \$52,773.24.

The City provides the following benefits:

General Leave:

- Vacation: 12 days of paid vacation leave during year one, increasing to 15 days in year two and increasing based on years of service
- Sick Leave: 12 days of paid sick leave per year

Medical, Dental, & Vision Insurance: \$30 per month current employee cost

Retirement: The City participates in the California Public Employees' Retirement System (CalPERS). For legacy members, the benefit level is 3% @60, employee share is 8% and is paid by the City. For new members, the benefit level is 2% @62, employee share is 6.25%, paid by the employee.

Holidays: 14 paid holidays per year

Deferred Compensation: voluntary plans available

IRS Section 125 Flexible Benefit Plan available

*Salary and Benefits are subject to change as a result of active negotiations.

Selection Process

This position is open until filled, with PRIMARY APPLICATIONS DUE:

November 11, 2016 by 5 p.m.—opened until filled.

To be considered for this opportunity, please submit a cover letter highlighting your experience, resume, & a City standard application in person or by mail at the following address:

**66 North Lassen Street
Susanville, CA 96130-3904**

Applications are available at the address above or at www.cityofsusanville.org.

Candidates with questions may contact the City Clerk at (530) 252-5103.

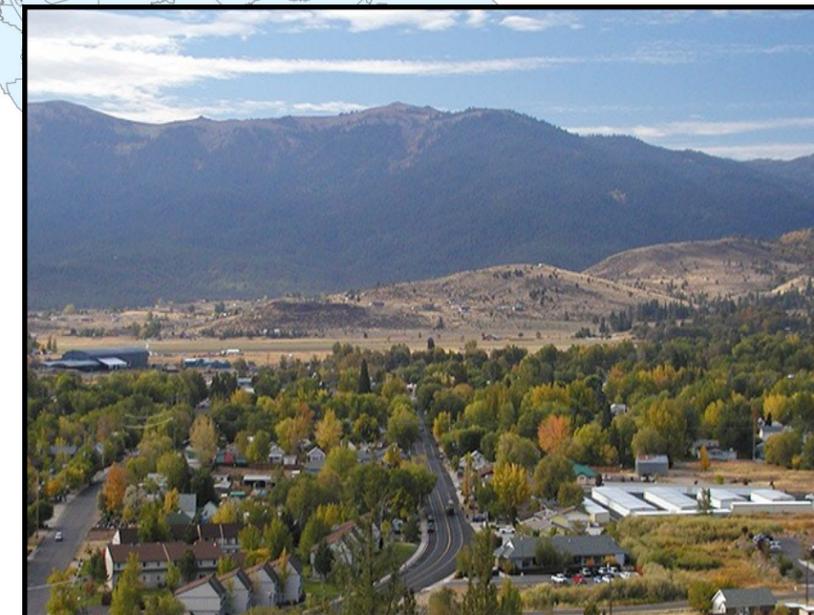
The City of Susanville is an Equal Opportunity Employer.



City of Susanville

INVITES APPLICATIONS FOR THE POSITION OF:

Administrative Assistant - Fire



Primary APPLICATIONS due November 11, 2016 5 p.m.—Open Until Filled

66 North Lassen Street, Susanville, CA 96130

Phone: 530.252.5100 | Fax: 530.252.1020

About the Position

The City of Susanville is seeking qualified applicants for the position of Administrative Assistant for the Fire Department. The ideal candidate will be motivated, organized, and a dynamic team player with a proven ability to establish effective working relationships. The position requires the ability to work in a busy environment and maintain attention to detail. The Administrative Assistant will be the first point of contact with citizens and other governmental agencies.



Minimum Qualifications Required

- Minimum of 18 years of age
- Possess a valid California Drivers License
- High School diploma or equivalent
- 2 years office experience
- Strong computer skills
- Customer Service skills
- Basic Bookkeeping skills

Essential Duties and Responsibilities

- Maintains calendar for Fire Chief
- Schedules/coordinates meetings, appointments and travel arrangements for Department staff
- Maintains staff calendar and time off requests
- Answers phones and refers inquiries to the appropriate individuals, departments and agencies
- Maintains office supply inventory and coordinates maintenance of equipment and vehicles
- General clerical duties
- Types a variety of material for Fire Department Staff including correspondence, memos and emails, reports, manuals, guidelines, MOU's and permits.
- Assists in preparation of staff reports, resolutions, ordinances, policies, contracts, agreements, RFPs, RFQs and Scopes of work.
- Account and Project Management
- Manages electronic and hard copy filing systems
- Maintains emergency records including incident tracking, data analysis, collection and illustration
- Tracks and maintain account balances for Department Budget
- Makes sound decisions under pressure



Necessary Knowledge, Skills, & Abilities

Knowledge of:

- Modern office practices and procedures and office equipment operation
- Professional communication skills both verbal and written
- Business writing, filing, and telephone skills
- Experience with handling confidential information
- Ability to organize/manage multiple priorities, track project progress and meet deadlines

The Fire Department

The men and women of the City of Susanville Fire Department are dedicated to serving the community. The Fire Departments mission is to provide the highest quality fire, rescue and emergency services in a caring and professional manner. The Fire Department consists of 9 employees and 30 volunteers. Susanville has 1 fire station with 1 truck and 5 engines and 6 admin vehicles. The Fire Department also facilitates a fire explorer program for individuals 14 years old and older.

About Susanville and Lassen County



Susanville is located in Lassen County in the heart of North East California, and at 4,200 feet in elevation, residents and visitors enjoy four seasons and easy access to a wealth of year-round outdoor recreation opportunities. There are over 2,700 square miles of public lands, with hiking, biking, cross country skiing, horseback riding, hunting and off-road recreation activities enjoyed by the community. Fisherman and boating enthusiasts will enjoy the numerous lakes and rivers and proximity to Eagle Lake, Antelope Lake and Lake Almanor. Susanville families enjoy and support many community activities and events including the Bizz Johnson Marathon, the Lassen County Trails Trust Rails to Trails festival, Mountain Bike trails and races, the Main Street Cruise car show, Lassen County Fair and Parade, Safe and Sane Halloween and the annual Magical County Christmas celebration in the historic uptown area. Susanville offers quality health care at Banner Lassen Medical Center and higher education opportunities at Lassen Community College. Susanville also offers other amenities such as the 18-hole Diamond Mountain Golf Course, the Susanville Municipal Airport, and the Susanville Symphony.