

# California Fire & Rescue Training Authority

## POLICY HANDBOOK

POLICY TITLE: Administrative Assistant  
POLICY NUMBER: 2322

Issue Date: 11/8/1999  
Revised:

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### 2322.1 General Job Description

Under general direction and supervision of the California Fire & Rescue Training Authority Training Facility Manager, or his/her representative, the Administrative Assistant performs a variety of tasks in providing highly responsible administrative staff assistance and acts as the contact point for the JPA, and California Emergency Management Agency (Cal EMA) Urban Search and Rescue (US&R) Training Programs.

### 2322.2 ESSENTIAL JOB FUNCTIONS:

- (a) Schedule and coordinate training classes with JPA approved Primary and Assistant Instructors.
- (b) Act as a confidential assistant to the professional staff and Council Members in the performance of office and support function, which include clerical and accounting support.
- (c) Compile data and information needed for special projects at direction of JPA staff or Council members.
- (d) Complete administrative documents such as reports, correspondence, and other documents as needed.
- (e) Prepare and maintain JPA manuals: agendas, action summaries, and other Council records.
- (f) Serve as the JPA records manager.
- (g) Compile materials and assist in the preparation of budgets, reports, accounts payable and receivables. Perform financial analysis and cost studies as directed.
- (h) Attend and record JPA Council meetings; prepare and distribute Council agendas, action summaries and minutes.

### 2322.3 ADDITIONAL JOB FUNCTIONS:

- (a) Attend other meetings as directed
- (b) Maintain records and files
- (c) Work and confer with members of the professional staff, other officials, legal counsel and other required officials concerning the administrative needs and requirements for programs and policies
- (d) Work independently in the absence of supervision
- (e) Comply with legal mandates and deadlines

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- (f) Compose routine correspondence
- (g) Coordinate projects and assignments with the clerical staff
- (h) Coordinate repair of office equipment as necessary
- (i) Establish and maintain cooperative working relationships
- (j) Perform other administrative duties as assigned to meet and achieve the goals, objectives, and policies of the JPA

### 2322.4 KNOWLEDGE OF:

- (a) Office management procedures
- (b) Organizational techniques
- (c) Meeting protocol
- (d) Financial functions

### 2322.5 QUALIFICATIONS:

#### 2322.5.1 AGE:

Must be at least 18 years of age

#### 2322.5.2 EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain knowledge and abilities would be:

##### 2322.5.2.1 EXPERIENCE:

Five years of increasingly responsible administrative work which has provided the opportunity to develop the required skills, knowledge and abilities necessary to fulfill the duties and responsibilities of this position and

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### 2322.5.2.2 EDUCATION:

A Certificate from a community college accredited by the Western Association of Schools and Colleges in a subject matter determined by the District to be relevant to the duties and responsibilities of this position.

OR

Any combination of 60 college credits determined by the District to be relevant to the duties and responsibilities of this position. Additional qualifying experience may be substituted for education on a year for year basis.

### 2322.6 ABILITY TO:

- (a) Organize schedules, make travel arrangements for classes
- (b) Effectively communicate in oral or written form
- (c) Utilize computer equipment to produce documents at a corrected rate equal to a minimum of 50 words per minute
- (d) Proficiency with spreadsheet and database programs
- (e) Establish and maintain a harmonious and effective working relationship with staff members, other agencies, and members of the public
- (f) Work independently to resolve problems
- (g) Maintain integrity, honesty, reliability and cooperation
- (h) Adhere to all policies of the JPA

### 2323.7 PHYSICAL REQUIREMENTS:

Maintain physical ability and stamina to meet the essential job functions, which include as a minimum:

- (a) Operate and communicate over a public telephone system.
- (b) Operate computer, ten-key calculator, typewriter and other general equipment
- (c) Shall not pose a direct threat to self, other individuals in the workplace or the public
- (d) Possess a Class C driver's license and capable of operating a motor vehicle.