

# Central Calaveras Fire & Rescue Protection District

19927 Jesus Maria Road, Mokelumne Hill, CA 95245

(209) 754-4330

[www.centralcalaverasfire.org](http://www.centralcalaverasfire.org)

Bill Wennhold  
Fire Chief



## Office Administrator/Manager

**Definition:** Under the supervision of the Fire Chief, the OAM shall plan, organize, and conduct a variety of office, clerical, and support functions and may perform other fire district related activities as requested by the Fire Chief. As a representative of the fire district, the OAM is expected to greet the public in person and by telephone in a courteous and professional manner at all times. The OAM is expected to report to work promptly at the agreed times and be dressed professionally and appropriately for the tasks assigned.

**Examples of Duties:** Typical duties include, but are not limited to the following;

- Writes letters of correspondence, memorandums, reports, and resolutions from rough draft to final copy
- Operates computers to perform record keeping, data input and databases, track payroll and expenses
- Maintains employee personnel files including personal information, certifications, and training records
- Assists the Fire Chief in preparing inventory reports and *may* order office or firefighting materials to maintain appropriate supplies as requested by staff
- Develops, tracks, and maintains billing system for cost recovery
- Reconciles employee and apparatus hours for strike team/ABH events, track call hours for responses for payroll
- Prepare and submit documents for accounts payable and employee payroll
- Maintain DMV equipment and driver files
- Update apparatus files including inventories, registrations, and insurance
- Maintain workers compensation records and coordinate injury reporting, hours, work status, and OSHA logs
- Assists the Fire Chief in the preparation of the Annual District Budget
- Organize and prepare records for financial audits, assist auditors in the review process
- May develop and track various grant programs including application and performance reporting
- Answers telephone, radio, and electronic messages and routes or takes appropriate actions
- Coordinates Fire Chief's appointments, fire inspections, and scheduling of fire station for training or community group use
- Receives and distributes daily mail
- Maintains general district and personnel files and assures accurate record keeping and employee confidentiality

**Minimum Qualifications:**

- Possession and retention of a valid Class C California Driver's License without restrictions
- High School Diploma or equivalency
- Knowledge of basic computer functions, programs, and Internet use with proficiency in word processing, databases, and spreadsheet programs. The department currently uses Microsoft word processing and some Google applications
- Proficiency in the use of basic office equipment including phone, fax, calculators, copiers, and radios
- Proficiency in English vocabulary, grammar and spelling
- Ability to communicate effectively both orally and in writing
- Knowledge of elementary accounting procedures
- Knowledge of modern office practices including HR and employee/patient privacy standards
- Ability to perform responsible and sometimes complicated office tasks and perform independently
- Possession of a valid CPR card (or ability to obtain AHA Heart Saver certification within 45 days of initial start)
- Ability to maintain cooperative relationships with co-workers and supervisors

**Desirable Qualifications:**

- Knowledge of or the ability to learn and apply provisions of the Health and Safety Code, California Fire Code, California Code of Regulations, and local ordinances
- Knowledge of modern fire district/department organization and practices
- Associate Degree or appropriate college level course work
- Experience as a firefighter, officer, or trainer (the position is not *expected* to function in a firefighter or responder role but familiarity with the scope of responsibilities of the surrounding workforce is helpful)

**Working Conditions**

A person in this position must be free from any physical, emotional or mental condition which might adversely affect their ability to perform any of the essential job functions. The employee may be subjected to periods of exposure to environmental conditions including heat, cold, rain, and wind. The normal working days and hours for this position will vary as mutually agreed upon by the Fire Chief.

**Benefits and Compensation**

- This position shall not be required to work Federal or State recognized holidays
- As of January 2025, this position is classified as full-time, varied hours. The District reserves the right to review and re-classify the position as working conditions or needs change
- As of January 2025, this position shall be paid \$22.00 hour up to 40 hours weekly for a maximum of 80 hours of pay period and qualifies for vacation and sick time benefits. The position is PERS, non-public safety.
- The OAM will be eligible for district paid training as related to the functions and tasks assigned. Specific training needs or requests shall be approved by the Fire Chief
- The OAM shall receive an annual performance evaluation to be conducted by the Fire Chief or their designee