

2230.1 The District will employ persons having the best available skills to efficiently provide high quality service to the public.

Policy Title: Job Description - Administrative Secretary

Policy Number 2360

2360.1 Acts as Secretary to the Board of Directors, District Accountant, District Treasurer, and District Clerk, all subject to annual appointment by the Board.

2360.1.1 The Administrative Secretary serves as secretary to the Board of Directors; attends to administrative detail on special matters assigned by the Board; composes correspondence on own initiative on matters not requiring personal attention of the Board; writes reports and letters; and acts as office manager and receptionist.

2360.1.2 The Administrative Secretary prepares the agenda and attends meetings of the Board of Directors; transcribes and edits minutes; prepares drafts of agenda items requiring action by the Board; gives information to organizations, employees, customers, and general public regarding Board matters; and, prepares correspondence and maintains files on official actions of the Board.

2360.1.3 The Administrative Secretary acts as District Treasurer, being responsible for depositing, withdrawing, transferring, and investing District funds, maintaining efficient fiscal practices to maximize non-operational earnings, and maintaining cash flow for needed liquidity; and, makes deposits and withdrawals.

2360.1.4 The Administrative Secretary processes payables, purchase orders. Maintains employee/volunteers records relating to health, liability, vehicle, and workman's compensation insurances and processes statements, documents and correspondence relating to the insurances. Maintains computer records, files, ordering office supplies for District, including preparing and processing requests-for-bids and vendor responses.

2360.1.5 The Administrative Secretary serves as District liaison with LAFCo, the State Board of Equalization, and Plumas County. Interacts with the board, volunteers, vendors, and public, Chief in office and by telephone. Serves as District historian. Prepares miscellaneous documents including petitions, resolutions, annexation, special assessments, agreements, correspondence, and newspaper ads.

2360.2 Required Qualifications. He/she must possess a high school diploma, or equivalency; knowledge of District policies and procedures and elementary accounting principles. Ability to proficiently use Microsoft Word and Excel programs in a work environment.

2360.2.1 He/she shall possess a valid California driver's license.

2360.2.2 He/she shall have knowledge of: modem office methods, practices, and equipment; and techniques of business letter and report writing.

2360.2.3 He/she should have the ability to: perform responsible clerical and secretarial duties and independently take care of administrative detail; compose correspondence independently

or from general directions; take, transcribe and edit Board material and minutes quickly and accurately; and maintain cooperative relationships with those contacted in the course of work.

2360.3 Desirable Qualifications. He/she should have the ability to: plan, organize and supervise the work of others in the performance of financial record-keeping and general clerical work; express ideas and give instructions effectively; apply rules and regulations to specific cases; analyze data and draw logical conclusions; and, take the lead and become a primary source of reference for assigned areas responsibility.

2360.3.1 He/she should have thorough knowledge of the principles and practices of financial record keeping, basic principles of accounts, computerized accounting and principles of effective supervision.

2360.3.2 He/she should have thorough knowledge of "The Brown Act".

2360.3.3 He/she should possess grant writing capabilities and knowledge of graphic programs.

2360.4 Basic Work Hours: 20 hours per week, four hours per day, Monday thru Friday.

2360.5 Hourly Compensation Range: \$10.00 - \$15.00 per hour.

2360.6 Physical and Environmental Demands:

2360.6.1 Sitting, standing, walking, lifting, pushing, pulling, stooping, bending, close and distance vision, hearing, speaking, use of hands to write type and use telephone.

2360.6.2 Noise/Vibration: Radios, sirens, and emergency vehicles.

2360.6.3 Fumes/Gases: Exposure to vehicle fumes, dust, and printing cartridges.

Policy Title: Job Description - Deputy Fire Chief

Policy Number 2361

Policy Title: Job Description - Fire Chief

Policy Number 2362

Policy Title: Job Description - Fire Fighter

Policy Number 2363

Policy Title: Budget Preparation

Policy Number 3020

3020.1 The proposed annual budget shall be reviewed by the Board at its regular meetings.

3020.2 The proposed annual budget as amended by the Board during its review shall be adopted at a regular meeting subsequent to the meeting in which the budget is reviewed.

Policy Title: Expense Authorization

Policy Number: 3040

3040.1 All purchases and expenditures made by the District shall be approved by the Board and shall be in conformance with the approved District's budget.

Policy Title: Employment of Consultants

Policy Number: 3042

3042.1 The District employs outside consultants. The Board of Directors will select consultants. The Board will make their selection based on the consultant's experience and qualifications. The consultant will also be required to make a cost estimate for his/her services that will be considered by the Board in the evaluation process.

Policy Title: Purchases

Policy Number: 3080

3080.1 To purchase small items - such as office supplies and other miscellaneous items costing less than \$500 - vendors will be asked to provide a receipt or invoice.

3080.2 To purchase items costing more than \$500, quotations will be solicited from vendors prior to processing a purchase order. The Board must approve purchase orders.

Policy Title: Disposal of Surplus Property or Equipment

Policy Number: 3085

3085.1.1 Board of Directors takes action to declare equipment surplus.

3085.1.2 Item is advertised for sale with notation of location/hours/days it can be seen and deadline date for submission of sealed bids. (Advertisement also notes that the District reserves the right to reject any or all bids, equipment sold AS IS.)

3085.1.3 Sealed bids are opened at the next Regular Board Meeting and action is taken by the Board to accept or reject highest bid.

3085.1.4 Bidders are notified of Board's action.

3085.1.5 Junked Certificates are obtained for vehicles that are sold to protect the District from liability.

Policy Title: Records Retention ..

Policy Number: 3090

3090.1 The purpose of this policy: provide guidelines to staff regarding the retention or disposal of BFPD records; provide for identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.