



## **Administrative Assistant**

Brighton Fire Rescue District is looking for an Administrative Assistant to join our team. The Administrative Assistant is vital to the overarching success of the District. The Administrative Assistant performs a wide variety of responsible and complex administrative assistant and clerical duties for the District, while providing information and assistance to the members and residents of the District. Responsibilities range from answering phones, responding to emails, schedule meetings, and supporting the Training, EMS, Planning & Logistics, and IT Divisions.

You will be successful in this role if you can exercise and demonstrate initiative, innovation, independent judgment, and work in a safe effect manner, maintain a professional appearance, and promote the Mission, Vision, and Values of the District. Must establish and maintain positive, professional, and effective working relations with District members, the Fire Chief, the Board, the public, the business community, and other governmental agencies.

### **What we offer:**

The Brighton Fire Rescue District supports our employees with a wide range of attractive benefits that supports all our team members' different needs. We have a generous medical plan (Kaiser and UnitedHealth Care options), including a fully funded Health Reimbursement account that pays for 50% of your or your family's out-of-pocket deductible and co-insurance expense. Plus, dental and vision. Employee-only enrollments are paid 100% by the district. You also receive District provided life insurance, disability, and 457 retirement plans with District contribution of 8% of your base salary. We have more voluntary benefits to choose from that best fit your lifestyle. All this and a positive and supportive fire family that believes in supporting the community.

The Administrative Assistant is a non-exempt position with an annual salary range from \$45,000 - \$60,000 depending on experience. This position is located at our Administrative office in Brighton and is not a remote or hybrid position.

### **Summary of Responsibilities:**

- Handle incoming phone calls and emails in a polite and professional manner and accurately direct calls to the appropriate District Members; welcome visitors and direct them to appropriate District Members.
- Schedule and coordinate all logistics for special meetings and events, including but not limited to awards meetings, special dinners, family events, and holiday parties. Logistics may include reserving location/room(s), catering, invitations, and other items as needed.
- Oversee securing conference rooms and community rooms for various meetings as requested. Communicate and solve any scheduling issues as appropriate. Work with City of Brighton on room reservations. Ensure Community Room reservations, invoices and payments are tracked and received for public reservations.

- Work with legal on Annual Compliance documents, including but not limited to Map filing with DOLA, send appropriate Transparency Notices, and Meeting Notice Resolution.
- Provide administrative support for Division Chiefs including Training, EMS, Planning & Logistics and IT.
- Complete other administrative assignments and projects for multiple chief staff in support of the on-going operations and divisions of the District including, but not limited to, Operations, Training and Fire Prevention.
- Monitor and update the District's website, including Board minutes, reports, financial documentation, job postings, and other as needed.
- Manage and order badges, awards, gifts, business cards, and other items, for all District employees, including new hires and promotions.
- Perform other duties and assignments as directed by the Fire Chief or his/her Designee.

### **Qualifications**

- High School diploma or GED and with a minimum of 4 years of progressively responsible administrative assistant experience
- Fire department experience strongly preferred.
- Medical billing experience helpful, not required.
- Social media branding experience helpful, not required. Or, ability and desire to learn and assume some social media branding experience.
- Demonstrated knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Microsoft Teams, Zoom and Adobe Acrobat Pro.
- Ability to work independently and schedule and prioritize multiple projects while effectively managing time.
- Ability to read, write, speak, and understand the English language at a level adequate to perform the duties of the position.
- Experience working with highly confidential material.
- Ability to learn City/departmental software programs.

Please submit your resume, cover letter and the employment application to [jobs@brightonfire.org](mailto:jobs@brightonfire.org). The employment application can be found at [https://brightonfire.org/join-our-team/ - positions](https://brightonfire.org/join-our-team/-positions).