



Job Announcement:

Permanent Appointment for the Position of Administrative Assistant to the Fire Chief

- Date:** 1/9/2019
- Open/Close Dates:** Announcement opens 1/12/19 @ 8:00 am PST closes 2/15/19 @ 5:00 pm (PST).
- Distribution:** MLFD email Distribution List, posted at Station #1, #2, TOML Administrative Offices, The Sheet, Mammoth Times, MLFPD Facebook page, CalChiefs, and Mountain Careers.
- Position:** Regular full-time non-exempt permanent appointment. One opening exists for this position due to a retirement on or around April 30th, 2019. It is desired to have the person filling this vacancy available to work through two full payroll cycles (i.e., 28 days each) with the present administrative assistant prior to their retirement.
- How to Apply:** Send a completed application (available at mlfd.ca.gov), your resume, and a letter of interest (signed, not to exceed one-page, single space, 11 font Calibri, 1" margins), summarizing why you would be strong candidate for this specific position, to Jody@mlfd.ca.gov no later than 2/15/19 at 5:00 pm PST.
- Eligibility Requirements:** See attached Job Description or go to <http://mlfd.ca.gov> .
- Process of Selection:** Applications received by the District will be scored with specific emphasis on:
- Completeness and legibility of the application,
 - Required and preferred qualifications of the applicant,
 - Content, grammar, and punctuation of the applicant's Letter of Interest.
- The top applicants (not to exceed 10) will be invited to participate in an assessment center comprised of:
- A skills evaluation for:
 - Microsoft Word, Excel, and Outlook
 - QuickBooks
 - A series of "in-Basket" tasks to address, concurrent with the skills testing, that are consistent with the actual position duties. Examples include but are not limited to:
 - Phone calls,
 - Citizen walk-in inquires,
 - Routing/Prioritization of District related documents
 - An interview panel.
- The Fire Chief will make the final selection from among the top five candidates.
- Position Duties:** See attached Job Description for the Administrative Assistant to the Fire Chief



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Pay and Benefits:

Pay: Base pay for this position is \$43,738 - \$57,819, depending on qualifications.

Benefits:

Pension: California Public Employees Retirement System (CalPERS) retirement as a PEPR Non-safety (i.e., Miscellaneous) employee.

Health Care: Full healthcare benefits (including vision and dental).

Vacation: The vacation accrual rate for this position is based on years of service and ranges from 60-160 hours of paid vacation per year.

Sick Leave: The sick leave accrual rate for this position is 8 hours per month (96 hours of paid sick leave per year).

Work Schedule:

The position has a 40-hour per week schedule; Thursdays may be scheduled with a delayed start to accommodate attendance during the first part of Fire District Thursday night trainings.