CITY OF RED BLUFF INVITES APPLICATIONS FOR

ADMINISTRATIVE TECHNICIAN **ANNUAL BASE SALARY RANGE: $ 38,881 – $ 47,260**
(FIRE DEPARTMENT)

APPLICATION REQUIREMENTS:

Submit the following documentation to:

City of Red Bluff, Attn: Human Resources Department
555 Washington Street
Red Bluff, CA 96080
(530) 527-2605 ext. 3051
OR by Email at:
hr.redbluff@cityofredbluff.org

1). City of Red Bluff Employment Application
(Applications may be obtained in person or by mail at the above address)
2). Copy of high school diploma or G.E.D. certified scores and/or college transcripts
3). Current typing certificate of a minimum of 50 **net** words per minute (obtained within the past 6 months)
4). Copy of valid driver's license

Definition of Position

Under general direction, performs responsible administrative and secretarial duties for the Fire Management staff as directed by the Fire Chief. Plans and performs a variety of complex administrative and secretarial duties in support of department operations, research, collect and compile statistical, financial or other diverse and specialized information; compose and/or prepare reports and correspondence, including materials of a confidential nature; scheduling meetings and appointments; maintaining calendars; making travel and accommodation arrangements for staff; establishing and maintaining office filing systems; maintaining computer record-keeping systems, etc. Type correspondence, agendas, minutes, reports, memoranda, records, ordinances, resolutions, documents, statistical data, and grant-related documents and reports.

Selection Procedure:

All application materials received by the final filing date will be reviewed for accuracy, completeness and job-related qualifications. A limited number of applicants meeting the requirements and demonstrating the most desirable qualifications will be invited to participate in the interview process. It is, therefore, important that the application be thorough, detailed, and clear. The interview and selection processes will consist of an oral panel interview, a possible second interview, a thorough background investigation, and pre-employment medical, Drug/Alcohol exam. An eligibility list of qualified applicants will be established following the testing and interview process. The list will be in effect for 6 months.

Current Benefits:

Benefits include vacation and sick leave of approximately 25 days per year; 12 paid holidays; partially paid health, dental, and vision insurance; 2% @ 62 PERS retirement; workers compensation insurance, and uniform allowance.

Wages, hours, and other terms and conditions of employment are determined through a "Meet and Confer" process and are subject to the Memorandum of Understanding currently in effect. Administrative Technician are part of the Miscellaneous Bargaining Unit. The probation period for an Administrative Technician is one year.

The contents of this announcement shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract or offer of employment. The City of Red Bluff assumes no responsibility for the accuracy of the position description and the actual duties of the job, nor does it assume responsibility for any errors or omissions in the information contained herein. The provisions contained in this announcement may be modified or revoked without notice.

EOE. We do not discriminate on the basis of race, Religious creed, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, sexual orientation, or age.

FINAL FILING DATE – OCTOBER 26, 2019 AT 5:00PM
Postmarks will not be accepted

Return completed application in person, mail or email to:

City of Red Bluff
Human Resources Department
555 Washington Street
Red Bluff, CA 96080
(530) 527-2605
hr.redbluff@cityofredbluff.org

EMPLOYMENT APPLICATION

Application must be typed or printed and signed in ink. (Use black or dark blue ink. DO NOT USE PENCIL)

Position applied for: _____ Expected Rate of Pay: _____

Name: _____
LAST FIRST MI

Address: _____
STREET CITY STATE ZIP

Mailing Address: _____
STREET CITY STATE ZIP

Home Phone No.: ( )_____ Message Phone No. ( )_____
AREA CODE NUMBER AREA CODE NUMBER

E-Mail Address: _____

Driver License No.: _____ Class: _____ State Issued: _____ Expiration Date:_____

	Yes	No
If you are hired, can you submit proof of right to work in the United States?	_____	_____
Are you at least 18 years of age?	_____	_____
Have you been discharged or forced to resign a position? (If yes, please **explain circumstances below**.)	_____	_____

Were you previously employed by the City of Red Bluff? (List under what name and year below.)	_____	_____

_____

Do you have any relatives working for the City of Red Bluff? (List names, relationship and department below.)	_____	_____

_____

All new employees are fingerprinted to determine criminal background.

Do you possess any license, permit, certificate or are there any other experiences, skills or qualifications, which you feel would especially meet the requirements as stated on the job announcement?

Describe:

If you are **attaching a resume, please read:** In order for your application to be considered, the following section MUST be completed. **A resume MAY be attached, but WILL NOT be acceptable in lieu of this section**. List below all present and past employment **FOR THE LAST 10 YEARS** beginning with your most recent. Explain gaps between employment periods. If more space is needed, use a separate sheet prepared in the same format and attach securely.

Incomplete information MAY result in **disqualification**.

DATES Month-Year	PRESENT OR LAST POSITION	Company	Position held	
From		Mailing Address	Your supervisor's name and title	
TO		City State Zip Code	Reason for Leaving	Phone No.
May we contact? ❑ Yes ❑ No		Your Duties		Hours per week
DATES Month-Year	NEXT PREVIOUS POSITION	Company	Position held	
From		Mailing Address	Your supervisors name and title	
TO		City State Zip Code	Reason for Leaving	Phone No.
May -we contact? ❑ Yes ❑ No		Your Duties		Hours per week
DATES Month-Year	NEXT PREVIOUS POSITION	Company	Position held	
From		Mailing Address	Your supervisor's name and title	
To		City State Zip Code	Reason for Leaving	Phone No.
May we contact? ❑ Yes ❑ No		Your Duties		Hours per week
DATES Month-Year	NEXT PREVIOUS POSITION	Company	Position held	
From		Mailing Address	Your supervisor's name and title	
TO		city State Zip Code	Reason for Leaving	Phone No.
May we contact? ❑ Yes ❑ No		Your Duties		Hours per week

School	Name and Address of School	Course of Study	Credits Earned		Diploma or Degree	Grade Point Average
			Quarter Units	Semester Units		
High						
College						
Other (specify) Business, Trade, etc.						

I HEREBY CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION AND ACCOMPANYING MATERIALS ARE COMPLETE, ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE. I AGREE AND UNDERSTAND THAT ANY OMISSIONS OR MISSTATEMENTS OF MATERIAL FACTS CONTAINED IN THE APPLICATION MAY CAUSE ME TO FORFEIT ALL RIGHTS TO EMPLOYMENT WITH THE CITY OF RED BLUFF REGARDLESS OF MY LENGTH OF EMPLOYMENT. I UNDERSTAND THAT THE INFORMATION PROVIDED BY ME WILL BE VERIFIED. I AUTHORIZE THE RELEASE OF PERTINENT INFORMATION TO THE CITY BY EMPLOYERS AND EDUCATIONAL FACILITIES. THIS APPLICATION WILL BE GOOD FOR 180 DAYS.

Signature of Applicant _____ Date _____
(**Use ink,** ***required for application to be complete***)

Position applied for: _____

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs).

CITY OF RED BLUFF

CLASS SPECIFICATION
FIRE ADMINISTRATIVE TECHNICIAN

GENERAL PURPOSE

Under direction, performs responsible administrative and secretarial duties for the Fire Management staff as directed by the Fire Chief. In this capacity, the person assigned to this position is responsible for the management, organization and filing within the Fire administration process. The position would require significant knowledge and responsibilities relating to the data entry and administrative oversight of mandatory local, state and federal databases.

SUPERVISION RECEIVED

Works under the supervision of the Fire Chief

ESSENTIAL DUTIES AND RESPONSIBILITIES

Compose correspondence; prepare confidential and non-confidential correspondence and reports.

Serve as primary assistant to the Fire Chief and Division Chief(s) and assist in the coordination of activities promoted by the department and serve as liaison with other management staff as directed by the Fire Chief.

Greet and screen visitors and telephone callers providing information where judgment, knowledge, and interpretation of policies, procedures and regulations may be necessary.

Make and coordinate travel arrangements as needed for fire department personnel.

Use personal computers and various computer software and office equipment. Utilize City's financial system: accounts payable, accounts receivable, utility billing, business licenses, and general ledger. Assist with the development and monitoring of the fire department line item budgets.

Attend staff meetings as required; take and transcribe meeting minutes, prepare and distribute meeting agendas and related materials.

Update and maintain a wide range of information on the fire department website.

Type correspondence, agendas, minutes, reports, memoranda, records, ordinances, resolutions, documents, statistical data, and grant-related documents and reports.

Enter and retrieve computer data and information; prepare spreadsheets and other computer-generated reports as required.

Perform miscellaneous secretarial work for other staff as directed by the Fire Chief such as tracking expenditures and grant fund items.

Obtain estimates for and requisition office supplies as needed, as well as help to ensure that office equipment is serviced and/or repaired when necessary.

Initiate and maintain a variety of files and records for information related to the fire department; maintain manuals and update resource materials; maintain financial information related to training and other necessary issues.

Maintain records management and retention schedules. Assist other staff in the retention and destruction of records as needed.

Assist in the planning and coordination of the work involved in the safekeeping of official fire department documents and records.

Assist Finance Director during annual audit with questions pertaining to fire department projects and large purchases.

Complete purchase orders and submit with appropriate backup such as quotes and sole source letters.

Attend training and continuing education classes as appropriate.

Complete special assignments as directed by the Fire Chief.

Respond to structure fire alarms, when available, to act as Accountability Officer of fire personnel for the Incident Commander on scene. May respond with on-duty personnel/staff, or in personal vehicle when structure alarm call is received outside normal work schedule.

Manage and maintain the Business Occupancy Inspection Program: Prepare and assign monthly inspections to management and line personnel, review completed inspections, prepare and mail violations letters when required, prepare and mail monthly business occupancy self-inspections, update emergency contact information and disseminate to police and CalFire dispatch centers, prepare billing requests when necessary, data entry, filing.

PERIPHERAL

Perform related duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED equivalent, and
- Five years of progressive experience in increasingly responsible secretarial/clerical positions, including local government experience; extensive training in the use of computer and word processing software.

Necessary Knowledge, Skill and Abilities:

- Ability to type at a speed of not less than 50 wpm
- Knowledge of pertinent federal, state and county laws and regulations; business letter writing and report preparation; English usage, spelling, grammar and punctuation; modern office practices and technology; record-keeping techniques, basic computer word processing, data processing and spreadsheet preparation; basic mathematical principles.
- Knowledge of computer skills and software such as Excel, Publisher, Microsoft Word, PowerPoint and other relevant computer programs.
- Skill in operating the listed tools and equipment and in performing complex administrative and secretarial tasks.
- Ability to understand and apply pertinent laws, policies, rules and regulations; use independent judgment in performing routine and non-routine tasks; perform responsible administrative and secretarial work requiring advanced secretarial, organizational and interpersonal skills; operate office equipment with efficiency; type at speeds necessary for the successful completion of assigned duties; use computers for word and data processing and for records management; establish and maintain cooperative working relationships with those contacted during the course of work; communicate clearly and concisely, both orally and in writing; make required calculations accurately as required; maintain records and prepare required reports.

SPECIAL REQUIREMENTS

A valid state driver’s license or ability to obtain one.

TOOLS AND EQUIPMENT USED
Personal computer, printer, scanner, typewriter, calculator, telephone (desk and cell), copier, fax machine, postage machine, pager, accountability board

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light to moderate weight (5-25 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

While performing the duties of Accountability Officer, the employee is frequently required to stand for long periods of time; walk; use both hands and fingers to handle objects.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tasks are typically performed without exposure to adverse environmental conditions; however, regularly exposed to hearing alarms and sirens.

While performing the duties of Accountability Officer, the employee works in all weather conditions. The employee is occasionally exposed to mild or extreme weather conditions, smoke, fumes or airborne particles.

SELECTION GUIDELINES
A formal application, rating of education and experience, oral interviews and references check; job related tests may be required. The successful candidate must be able to pass a pre-employment medical physical and drug/alcohol test.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I understand the contents of this job description and agree to them as written.

_____ _____
Signature *Date*

_____
Printed Name

Approved 3-7-2017