

HIGGINS AREA FIRE PROTECTION DISTRICT
10106 Combie Road, Auburn, CA 95602 530-269-2488. Fax 530-268-7737

EMPLOYMENT RECRUITMENT ANNOUNCEMENT
BUSINESS MANAGER

Applications: Available beginning Monday December 24, 2019 at the District's Business Office, 10106 Combie Road, Auburn, CA 95602 (corner of Highway 49/Combie Road), between the hours of 8:00 a.m. and 5:00 p.m. **APPLICATIONS CAN BE PICKED UP IN PERSON, FAXED (NON-LOCAL ONLY) OR ELECTRONICALLY MAILED.**

Final Filing Date: Applications must be received at the District's Business Office no later than 5:00 p.m. on Friday January 18, 2019 . Resume will be accepted as part of but not in lieu of any portion of the application.

Testing Dates: Written Test & Oral Interviews – Within three weeks of final filing date

Testing for the above position is to fill an available position as of the estimated hire date. A maximum of 25 applicants selected by application and resume review will be tested.

Hire Date: TBD - 2019

Salary Range: \$4451 to 5411 range per month

Benefits:

PERS Retirement

Deferred Compensation program

Medical Insurance

Employer-paid State Disability Insurance

Dental and Vision Insurance

Educational and Length of Service Incentives

Paid Vacation, Sick Leave and Holidays

Administrative Time Off (2 days/year)

Work Week: 40 hours per week, plus attendance at monthly and special Board of Directors evening meetings

Definition: Under general direction and minimum supervision of the Fire Chief, the incumbent will perform a wide variety of responsible, confidential, professional administrative duties in the fields of payroll, finance, planning, human resources, retirement systems, workers' compensation and risk management, office administration, records management and support activities in a Governmental setting.

Examples of Duties: Maintain and prepare District financial and payroll records, reports and files ensuring compliance with current laws and public accounting standards; assist with budget preparation, planning and goals and review and formulate new policies and procedures; assist external auditors with annual financial audit, including preparation of financial statements and required GASB reports; coordinate and participate in recruitment and hiring processes and maintain personnel files; prepare and maintain employee benefits program; process and maintain employee benefits documents and reports; coordinate and monitor workers' compensation program and process and manage claims in conjunction with insurer and claims administrator; interpret District policies and guidelines and process updates as necessary or requested; coordinate information systems, change requests and service needs; maintain and purchase needed office supplies and equipment; oversee and maintain various vendor and inter-agency agreements; act as receptionist by answering telephones and assisting front counter customers; provide general administrative and clerical support to Chief Officers of the District and the Board of Directors; act as secretary to the Board of Directors, including preparation, distribution and maintenance of documentation and reports for board meetings; create resolutions and ordinances as needed; attend Board meetings and record, prepare and distribute minutes and ensure compliance with current open meeting laws; act as District's election officer and ensure compliance with current elections laws and requirements; gather, tabulate and analyze data on a variety of administrative and policy matters and projects and maintain necessary files, records and reports; represent the District, act as liaison and facilitate cooperative relationships when dealing with external agencies and organizations.

General Qualifications and Special Requirements

Education: Equivalent to completion of the twelfth grade. College level course work in business or public administration, human resources or closely related field is desirable.

Experience: Three years of progressively responsible administrative, accounting, human resources and computerized accounting and software experience using both Windows and Apple, preferably in a fire service organization or other similar public agency that utilizes a fund accounting system.

Licenses: Possession of a valid California driver's license and good driving record.

SCOPE OF TESTS: Written Examination and Oral Interview (Structured oral panel of two or three persons)

SCORING WEIGHT: Written: 40% (Only those passing the Written Exam with a score of 80% or better will continue on to the Oral Interview.
Oral: 60%