



MONUMENT FIRE DISTRICT

Job Description



ADMINISTRATIVE ASSISTANT

POSITION TITLE: **Administrative Assistant**
AGENCY DIVISION: **Administration/Non-Sworn**
PAYGRADE: **Full-Time, 40 Hour/week**
FLSA STATUS: **Non-Exempt**
EMPLOYMENT STATUS: **At-Will**
REPORTS TO: **Director of Administration**

JOB SUMMARY:

The Administrative Assistant provides a wide variety of administrative support services to ensure the smooth day-to-day operation of the office. The role supports staff managers involving clerical, administrative, basic accounting, and customer service needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions are not intended to be an exhaustive list of all responsibilities and duties. They are intended to summarize the job classification and what is required to perform it. Employees are responsible for all other duties as assigned.

- Manage daily administrative tasks, including answering phones, scheduling, and organizing documents.
- Communication: Handling phone calls, emails, and other correspondence.
- Mentor and train departmental personnel by providing direction, motivation, and performance evaluation to support their individual development, align efforts with the District's mission, and foster growth and accountability.
- Responds to public queries via phone, email, and mail.
- Greet visitors.
- Record keeping: Maintaining an organized filing system.
- Document preparation: Preparing and editing documents, presentations, and reports.
- Office management: ordering supplies, maintaining equipment, and coordinating with vendors.
- Prepares and completes projects as assigned.
- Support for team members: Assisting with various tasks, such as expense tracking, budget management, and project coordination.
- Data Entry: match data in spreadsheets, reports, and online systems.
- Tracks Driver's Licenses to ensure all employees are current.
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
- Permit Technician.
- Supports the Bookkeeper with expense reporting, invoices, and basic money handling.
- Supports the Bookkeeper as back up to payroll.
- Assists with billing and filing for wildland billing.
- Assists with purchasing for logistics.



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- Assist with grant writing and research.
- Track credit card expenses.
- Matches invoices with checks. Mails checks.
- Schedules for annual public education presentations with schools.
- Assists with coordinating district special events and functions.
- Creates certificates for awards.
- Participates in meetings as assigned.

Project Manager

- Conducts administrative duties related to project.
- Designate project resources.
- Prepare budget and conduct cost analysis.
- Assists in the planning and implementation of projects.
- Tracks and prepares status reports.
- Identifies and solves issues.

SUPERVISION RECEIVED AND EXERCISED.

Works under the direction of the Director of Administration.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Associate's degree in business administration or related field preferred.
- Two years' experience working in an administrative office.
- Hold a valid Colorado Driver's License.
- Speak, read, and write English fluently.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Proficiency in basic computer programs, including Microsoft Office, Excel, and computerized accounting systems (QuickBooks).
- Familiarity with accounting.
- Basic math and accounting skills.
- Strong organizational and time management skills: Ability to prioritize tasks and manage multiple responsibilities effectively.
- Basic understanding of clerical procedures and systems such as recordkeeping and filing.
- Attention to detail: accuracy and thoroughness in completing tasks.
- Excellent communication skills, both verbal and written.
- Problem-solving skills: Ability to identify and resolve issues efficiently.
- Reporting skills: Ability to identify and resolve issues efficiently.
- Excellent research skills.
- Adaptability and flexibility: Ability to adjust to changing priorities and tasks.
- Deadline oriented.
- Good customer service skills.



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- Basic Human Resources
- Maintain confidentiality.
- Independent worker.
- Knowledge of the Districts mission, vision and values.

OCCUPATIONAL DEMANDS:

To perform the essential functions of this job, an employee must meet the physical demands and work environment described. Reasonable accommodation may enable individuals with disabilities to perform these functions.

The Administrative Assistant typically works in an office setting. While performing the duties of this job, the employee is regularly sedentary. The position requires the following:

- This position requires functional self-mobility, effective modes of communication and adequate vision required to perform assigned duties.
- This position requires sitting for extended periods, as well as frequently performing tasks that involve pushing, pulling, pinching, gripping, reaching, kneeling, crouching, walking, feeling, talking, hearing, and repetitive motions.
- Materials and equipment directly used, but not limited to, computers, software, keyboard, telephone, office supplies, and office equipment.
- Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee may be required to push, pull, lift, and/or carry up to 25 pounds.
- The noise level in the work environment is usually moderately quiet while in the office or moderately loud when in the field.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include sitting for extended periods of time, as well as operating office equipment.



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This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the employer's needs and job requirements change. The employee's signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Print Name: _____ Date: _____

Reviewed by: _____ Date: _____
Employee Signature

Approved by: _____ Date: _____
Director of Administration

cc: Employee
Original in Employee File

2026