



Beaver Dam/Littlefield Fire District
Board of Directors
630 N. Highway 91, P.O. Box 579
Beaver Dam, AZ. 86432
Telephone: (928) 347-4457 Fax: (928) 347-4458
www.beaverdam-littlefieldfire.org



NOTICE OF JOB VACANCY

For the Position of
Board of Directors Administrative Assistant

This position is part-time with between 30 – 40 hours per month, flexible schedule. This also includes paid sick leave up to 40 hours per year. No other benefits are included. Starting wage is \$12.00+ per hour depending on experience. All Applicants must live within 1 hour of commuting distance or not more than 45 miles from Beaver Dam, Arizona. The successful applicant must also attend **MANDATORY TRAINING IN JANUARY 16-18, 2020** as required by the Arizona Revised Statutes.

JOB DESCRIPTION

Prior experience as an Administrative Assistant required.

Must be proficient in Windows, Word, Excel, PowerPoint, Adobe Pro DC and other programs. Knowledge of e-mail systems & web sites is a plus.

Knowledge of open meeting laws preferred.

Must attend board meetings, usually held on the Third Thursday of each month between 6 & 8 P.M.

Able to prepare agendas, record meetings, and transcribe audio to written minutes.

The applicant must be punctual with an outgoing personality and be a team player. Will be working with and acting as liaison between Board of Directors, Finance Director, and fire department staff.

Compose emails, correspondence, memos, letters, faxes and forms.

Assist and prepare reports necessary for various state and county departments.

Working knowledge of office equipment, i.e. printers, fax machines, recording equipment and tablets.

Responsible to coordinate bi-annual board elections and vacancies per Arizona Revised Statutes.

Will be responsible to make all travel arrangements for annual convention (includes hotel and registration of all board members & staff).