

DEPARTMENT: Personnel

BY: Richard J. Benson

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**RECOMMENDED ACTION AND JUSTIFICATION:**

Approve the proposed job description of Volunteer Fire Membership Coordinator as an Extra-Help only classification and set the hourly rate at \$11. This classification will be responsible for assisting with the recruitment and retention of members of the Volunteer Fire Department. Incumbents in this position will be responsible for fostering volunteer membership and involvement and will work as the liaison between County Fire staff and volunteers.

This classification will be funded through the SAFER (Staffing for Adequate Fire and Emergency Response) grant. There will be no expectation of continued employment if the grant terminates.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

On May 27, 2008, the Board of Supervisors approved the SAFER grant funding.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Do not approve the proposed job description as proposed; revise as the Board desires and approve.

Financial Impact? ( ) Yes ( ) No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? ( ) Yes ( ) No ( ) Partially Funded		
Amount in Budget: \$		List Attachments, number pages consecutively
Additional Funding Needed: \$		
Source:		Job Description
Internal Transfer		
Unanticipated Revenue	4/5's vote	
Transfer Between Funds	4/5's vote	
Contingency	4/5's vote	
( ) General ( ) Other		

**CLERK'S USE ONLY:**

Res. No.: 08-245 Ord. No. \_\_\_\_\_  
 Vote - Ayes: 5 Noes: \_\_\_\_\_  
 Absent: \_\_\_\_\_  
 Approved  
 Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_  
Attest: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California

By: \_\_\_\_\_  
Deputy

**COUNTY ADMINISTRATIVE OFFICER:**

Requested Action Recommended  
 No Opinion  
 Comments:

CAO: RJB

## **VOLUNTEER FIRE MEMBERSHIP COORDINATOR**

### **DEFINITION**

To assist with planning, organizing, and coordinating the recruitment and retention of volunteer membership in the County Fire Department; to perform routine clerical tasks to recruit and retain volunteer members; to work as the liaison between volunteers and County Fire staff; and to perform other duties as assigned.

This position is funded by a Staffing for Adequate Fire and Emergency Response (SAFER) grant with no expectation of continued employment following grant termination.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Fire Services Assistant, the Deputy Fire Chief, and/or the Fire Chief.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

Assists with administering the recruitment and retention of volunteer membership in the County Fire Department appropriate to the SAFER Act grant.

Coordinates speaking engagements and programs with community organizations.

Prepares advertisements and information releases for news media promoting volunteer opportunities.

Coordinates the volunteer application process.

Prepares monthly reports summarizing recruitment and retention activities.

Fosters volunteer involvement and membership.

Coordinates volunteer recognition activities.

Serves as liaison between volunteer members and County Fire administrative staff.

Performs routine clerical support work as required, which may include but is not limited to preparing correspondence and reports, entering and retrieving computer data, establishing and maintaining file systems, preparing computer generated reports, copying and filing documents, processing mail, sending and receiving faxes, answering the telephone, maintaining logs and lists, and maintaining procedures manuals

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Basic clerical practices and procedures.

Modern office practices and technology, including record-keeping and filing systems, receptionist / telephone techniques, and the use of computers for word and data processing.

English usage, spelling, grammar and punctuation.

Safe work practices.

Pertinent federal, state and local laws, codes, ordinances and regulations.

County and department policies and procedures.

Programs, goals and purpose of the assigned department.

Methods of preparing and processing various records, reports, forms and other documents peculiar to the assigned department or program.

Business letter writing, report preparation and the standard format for typed materials.

**Ability to:**

Understand, interpret and apply pertinent federal, state and local laws, rules and regulations, and County / department policies and procedures.

Perform detailed clerical work accurately.

Use computers effectively for word and data processing and records management for successful job performance.

Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.

Use initiative and sound, independent judgment within established guidelines.

Learn specialized processes, procedures and office support tasks related to the department.

Maintain accurate records and files.

Maintain confidentiality as required.

Communicate clearly and concisely, both orally and in writing.

Understand and execute written and oral instructions.

Safely operate office equipment.

Perform work effectively despite frequent interruptions and the pressure of deadlines.

Establish and maintain effective working relationships with those contacted in the course of work.

Respond appropriately, effectively and promptly to the needs of internal and external customers.

Compose routine correspondence and reports independently or from brief instructions.

Research and compile a variety of information and materials.

Work a flexible schedule with volunteer members and community organizations.

#### **TYPICAL WORKING CONDITIONS**

Work is performed in a normal office environment. Tasks may involve extended periods of time at a keyboard or workstation. Worker is subject to irregular working hours and will be expected to periodically visit volunteer company training sessions on weekends or during weekday evening hours. Incumbent drives on surface streets and may be exposed to traffic hazards.

#### **TYPICAL PHYSICAL REQUIREMENTS**

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

#### **MINIMUM QUALIFICATIONS**

##### **Experience:**

None required. Background in marketing and/or experience working with volunteer emergency service organizations is desirable.

##### **Education:**

High school diploma or GED equivalent.

**Additional Requirements:**

Possession of a valid California driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

Must be 18 years of age at time of appointment.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**