



GOLDEN GATE

Fire Department

Position: Administrator and Prevention Specialist

The Golden Gate Fire Protection District is opening a job search for a new Part-time Administrative Assistant and Fire Prevention Specialist. The District serves 1,200 Colorado people living in 450 homes in an area of 50 square miles, nestled in the foothills west of Golden. All firefighters are-volunteer including officers, the Fire Chief is a paid position. The District has three fire stations and eight fleet vehicles.

Compensation: **\$22/hr.**

FLSA Non-Exempt Position. No benefits provided.

Work Week: **10-15 hours per week.**

The Administrator and Prevention Specialist, reporting to the President of the Board of Directors, will work one to two days a week in the office at GGFD Station 1 and may work from home as needed the rest of the time. The office days will be as negotiated with the Board President and Fire Chief.

The office administrator will be responsible for duties that support the Board of Directors, the Fire Chief, Assistant Chief, Firefighters, and the residents of the District. Ideally, the candidate should have experience in administration, fire protection and prevention, Emergency reporting, Special District Association requirements and general office experience pertaining to the general day to day operations of a Fire Department. Those duties include but are not limited to the following:

General Duties

- Check emails daily, and check voicemail biweekly, forward to the appropriate person or respond accordingly.
- Check the Post Office Box and mailbox three times per week, and forward/respond accordingly.
- Maintain an up-to-date and organized filing system, and archive data in accordance with the Colorado State Archives [*Special District Records Management Manual*](#).
- Manage, track and maintain the LOSAP (Length of Service) program
- Maintain pension records for all firefighters.
- Maintain an up to date firefighter roster as well as firefighter personal files.
- Export and upload call reports monthly from ER to state.
- Edit and revise website
- Post and manage social media accounts

- Assist in data collection and grant writing when needed.
- Attend and take notes at monthly Board/Pension meetings.
- Prepare meeting agenda and minutes for monthly board meeting.
- Other duties as assigned.

Fire Prevention Duties

- Oversee and coordinate the FireWise program for the district
- Perform community outreach and education in areas relating to fire prevention and mitigation
- Coordinate mitigation activities at a district level with relevant stakeholders and partners, such as Jefferson County Sheriff's Office and Open Space.
- Coordinate public education events and other activities relevant to the mitigation and fire protection mission of the District
- Coordinate plans reviews with relevant experts and stakeholders.
- Other duties as assigned.