



Louisville Fire Protection District

Job Description: ADMINISTRATIVE ASSISTANT

Job Title: Administrative Assistant

Reports to: Division Chief of Risk Reduction/Fire Marshal

Department: Community Risk Reduction

FLSA Status: Part-time (approximately 30 hours per week), non-exempt

Supervisory Responsibility: None

Position Summary

Under the supervision of the Division Chief, this position serves as the first point of contact for the Louisville Fire Protection District and performs a wide range of administrative and customer service duties. Additional hours may occasionally be required to support events and/or operational needs.

Essential Functions

Duties may evolve based on district needs and direction from the Fire Chief. Responsibilities include, but are not limited to:

- Serve as receptionist by answering and routing telephone calls, greeting visitors, staff, and vendors, and accepting deliveries.
- Perform a variety of clerical tasks, including filing, copying, scanning, scheduling appointments and meetings, data entry, and maintaining records.
- Receive, sort, and distribute incoming mail, packages, and faxes; prepare and process outgoing mail; deliver mail to the post office; and ship packages via UPS, certified mail, messenger services, or the U.S. Postal Service.
- Provide administrative support for all Community Risk Reduction (CRR) functions.
- Proofread and process written and electronic correspondence related to plan reviews and permits generated by CRR personnel in accordance with fire code requirements. Ensure receipt of permit fees and other payments; track accounts receivable; reconcile payments; and follow up on outstanding or disputed invoices.
- Provide telephone and in-person assistance to the public regarding the Ambulance Membership Program, including managing member enrollment and renewals.
- Assist in planning and coordinating risk reduction programs (e.g., smoke alarm programs, CARES, school tours) and help develop public education materials and community engagement activities.
- Maintain professional communication and partnerships with outside agencies and district stakeholders.
- Assist in developing and distributing educational risk reduction content for the district's website and social media platforms.
- Perform other duties as assigned.

Job Specifications

- Demonstrated commitment to providing excellent customer service, both in person and through digital communication.
- Ability to manage multiple priorities, adapt to changing demands, and work effectively in an environment with frequent interruptions.

Administrative Assistant
(June 2026)



Louisville Fire Protection District

Job Description: ADMINISTRATIVE ASSISTANT

- Understanding of fire department operations and public service.
- Strong verbal and written communication skills.
- Proficiency in Microsoft Office and ability to learn new software systems.
- Knowledge of district policies and procedures, including HIPAA and records management regulations.
- Ability to handle confidential information with discretion and contribute to a positive work environment.
- Ability to assist in planning, organizing, and supporting risk reduction programs.
- Strong organizational skills with the ability to manage competing tasks.
- Ability to work both independently and collaboratively.

Minimum Qualifications

- High school diploma or G.E.D. equivalent.
- Minimum of three (3) years of administrative support experience, including customer service and public outreach.
- Valid Colorado driver's license.

Required Within One Year of Hire

- Basic First Aid and CPR certification
- Completion of NIMS ICS 100, 200, 700, and 800 courses

Working Conditions

- Work is primarily performed in an office or fire station setting, with occasional community-based activities that may involve exposure to hazardous environments.
- Use of appropriate safety equipment as required.
- Physical requirements include standing, walking, bending, lifting, extended sitting, and repetitive motion.
- Work may be performed in all weather conditions.
- Successful completion of a pre-employment criminal background check is required.

Approved: _____ **Date:** _____
Fire Chief

Employee Signature: _____ **Date:** _____