



NORTH LAKE TAHOE FIRE PROTECTION DISTRICT

866 Oriole Way – Incline Village, NV 89451-9439

(775) 831-0351 Fax (775) 831-2072 www.nltfpd.org

Ryan Sommers – Fire Chief

Job Description

Title: Human Resources and Executive Administrative Assistant
Reports to: Chief Human Resources Officer
FLSA Status: Non-Exempt
Schedule: Full-time 40-hrs per week, Monday–Friday, or flex schedule
Classification: N/A
Probation: 12-months
Pay Range: \$63,502 - \$95,160 (\$30.53–\$45.75 per hour)

General summary of the role

This role is pivotal in supporting the NLTFPD by ensuring the smooth operation of Human Resources (HR) activities and performing essential administrative and executive tasks. The successful candidate will be a central figure in facilitating the operational excellence of the Fire District, directly contributing to our mission of protecting lives and property within our community.

Job Responsibilities:

The following job tasks are representative of the position but not necessarily comprehensive of all tasks.

Human Resources (HR) Duties:

- Plan and coordinate required training courses for all personnel, ensuring compliance and professional development.
- Oversee the onboarding to offboarding process for all employees, including uniform sizing and ordering, drug testing, and verifying physical requirements, and assigning ongoing educational courses.
- Manage and coordinate the uniform inventory.
- Manage confidential medical records, schedule annual physicals, and handle other protected health-related information.
- Coordinate workers' compensation processes, serving as a liaison between employees, healthcare providers, and insurance carriers.
- Manage the recruitment applicant tracking, including preparing job announcements and advertisements, as well as providing support to the human resources manager, staff, and applicants.
- Answer human resource questions and provide information where judgment, knowledge, and interpretation are appropriate.
- Participate in the coordination of open enrollment periods by providing key dates, informational presentations, relevant benefit documentation, and forms to enrollees/retirees.
- Maintain, audit, and update official human resources files.
- Participate and assist in the coordination of health and benefit events; coordinate employee notifications and other aspects to educate employees and distribute information about benefits and special wellness issues.
- Review and verify unemployment compensation claims.

Administrative & Executive Tasks:

- Serve as the Administrative Assistant, performing receptionist duties, greeting walk-ins, answering and directing telephone calls, and maintaining a professional and welcoming front desk and reception area.



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- Performs general office support duties including filing, scanning, photocopying, data entry, and maintaining both electronic and physical filing systems.
- Promptly opens, sorts, and distributes all incoming mail and processes outgoing mail.
- Process all remote bank deposits for incoming checks and electronic payments.
- Ordering office supplies and planning office events.
- Manage the Knox Box intake and logs.
- Assist the District with the Paramedic Refresher Course.
- Act as the Executive Assistant to the Executive Team and Department Heads, assisting in communications, meeting & presentation preparations, office duties, and minute-taking.
- Fulfill the role of Board Clerk, preparing for meetings, creating and sending reports, communicating with board members, and creating agendas.

Desirable Minimum Qualifications:

Education and Experience:

- Associate's degree in Human Resources, Business Administration, Public Administration, or a related field; a Bachelor's degree is preferred.
- Minimum of three (3) years of progressively responsible administrative, executive support, or human resources experience, preferably in a public agency or special district setting.
- Experience with HRIS systems, benefits administration, and employee onboarding/offboarding processes.
- Prior experience serving as executive or board-level administrative support is highly desirable
- Certification in Human Resources (e.g., SHRM-CP, PHR).
- Notary Public.

Knowledge of:

- Principles and practices of human resources administration, including recruitment, training coordination, benefits, and workers' compensation.
- Office management practices and procedures, including filing systems, scheduling, and reception duties.
- Applicable federal and state employment laws (e.g., FMLA, ADA, HIPAA) and confidentiality requirements.
- Customer service and professional business communication practices.
- Board governance procedures and Brown Act compliance (preferred).

Ability to:

- Maintain a high level of confidentiality and professionalism when handling sensitive personnel and health-related information.
- Communicate effectively, both orally and in writing, with internal staff, the public, vendors, and board members.
- Organize and prioritize multiple tasks and projects with strong attention to detail and accuracy.
- Work independently and collaboratively in a fast-paced environment while meeting critical deadlines.
- Use discretion and sound judgment in problem-solving and decision-making.
- Proficiently operate standard office software (Microsoft Office Suite, Adobe Acrobat), office equipment, and HRIS or applicant tracking systems.



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Working Hours:

The Human Resources and Administrative Specialist position is an hourly role and follows a 40-hour workweek, with occasional regional travel, weekend, holiday work, and attendance at meetings outside regular scheduled hours.

Physical Requirements and Working Conditions:

- Must possess or be able to obtain a valid Nevada or California driver's license.
- Maintain physical abilities and stamina to perform job tasks, including vision, hearing, body mobility, manual dexterity, and the ability to work in various conditions.
- Must not pose a direct threat to themselves, others, or public safety.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Note: This job description is subject to change and may not encompass all duties related to the position.