



ADMINISTRATIVE ASSISTANT

\$6,517.89-\$7,770.47/monthly

Plus, a comprehensive benefits package

About this role

The San Mateo Consolidated Fire Department is looking for highly motivated individuals to be part of our support staff team at the Administrative Assistant level. Successful candidates should be highly organized, professional, friendly, able to handle confidential materials, have thorough knowledge of department policies & Memorandums of Understanding and be able to work independently.

What You'll Do

- Provide excellent customer service for the Fire Prevention, Fire Administration, or Training Divisions.
- Perform a wide variety of complex and difficult administrative duties.
- Implement and assist in developing procedures and policies related to functions assigned.
- Research, compile, assemble and analyze data for special projects and a variety of statistical, financial, and narrative reports, and compile budget requests.
- May plan and assign the work of several clerical personnel in the performance of one or more important department functions or independently perform all the clerical work of a department function; review work upon completion for conformance to established requirements.
- Act as receptionist; answer the telephone and wait on the general public, give information on department policies and procedures as required.
- Maintain a variety of statistical records; input, format, and process statistical data; check and tabulate data; prepare simple statistical reports.
- Maintain inventory records; process purchase requisitions; maintain purchase records; resolve errors in orders received and invoices.
- Perform general clerical work including filing, scheduling appointments, and processing personnel, payroll and purchasing information.

For a complete list of duties, reference our job specifications at www.smcfire.org/administration.

Who You Are

A highly motivated individual that can:

- Perform responsible and difficult administrative work involving the use of independent judgment.
- Learn department policies, procedures, organization, and operating details.
- Understand the organization and operation of City government and of outside agencies as necessary to assume assigned responsibilities.
- Learn, understand, interpret, and apply a body of technical information beyond normal department policies and procedures.
- Plan and assign work and train other clerical employees.
- Independently prepare correspondence and memorandums.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

What You Bring

Any combination of education, training, and work experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

- General clerical experience comparable to that of an Administrative Assistant.

Training:

- Equivalent to completion of the twelfth grade supplemented by specialized clerical training.

ADA Special Requirement

Ability to work in a standard office environment.

What We Offer:

Benefits will be in accordance with the MOU agreed upon by AFSCME and the San Mateo Consolidated Fire Department and include but are not limited to the following:

- CalPERS retirement: 2% at 62 based on three years final compensation
- Health benefits: Department contribution of up to 100% cost of Kaiser (CalPERS Region One) family coverage
- Dental: Department paid coverage for employee and dependents
- Vision: Department paid coverage for employee and dependents
- Employee Assistance Program: Department paid coverage for employee and dependents
- Vacation: 11-25 days of vacation leave accrual each year, depending on length of service
- Sick leave: 96 hours of sick leave accrued each year
- Holidays: 13 official holidays per year, plus one floating holiday earned each year after one year of service
- Life Insurance: Department paid \$50,000 policy and access to voluntary supplemental coverage for employee, spouse, and dependents
- Deferred Compensation: voluntary program offered to employee
- Long Term Disability Coverage: Department paid coverage for employee
- State Disability: Department is enrolled in the plan, and cost is paid by employee

Are You Ready? Apply.

Submit an online application, résumé (required), and supplemental questionnaire at www.calopps.org or to: San Mateo Consolidated Fire Department, Human Resources Department, 2121 S. El Camino Real, Building B, Suite 100, San Mateo, CA 94403. Recruitment will close on **Tuesday, May 19, 2026 @ 5:00 p.m.** or upon receipt of the first 50 applications, résumés, and supplemental questionnaires, whichever occurs first.

Examination Process:

All applications, résumés and supplemental questionnaires received will be reviewed for minimum qualifications. A resume does not take the place of a completed application, including work history. A limited number of the most highly qualified applicants will be invited to participate in the examination process, which will consist of an oral panel interview tentatively scheduled for June 2, 2026. Those moving on in the process will have a second interview June 4, 2026.

An employment list will be established for those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least twelve months with the possibility of an extension for an additional 12 months. Once placed on an employment list, and at the time a vacancy occurs, eligible candidates may be contacted by the Department and scheduled for additional department interviews.

Date Posted: 5/5/26

Note: The San Mateo Consolidated Fire Department reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process. All responses will be conducted via the email address provided in your online applications. Therefore, it is recommended that you frequently check your email for notices from: smcfire@calopps.org.

Fine Print

Candidates with a disability who may require special assistance in any phase of the application or testing process should contact Yumi Maeda, Sr. Human Resources Analyst, at ymaeda@smcfire.org or (650) 522-7913. Do not upload any documents related to your request for accommodation in CalOpps. The policy of the San Mateo Consolidated Fire Department is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, gender, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the San Mateo Consolidated Fire Department that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms, and conditions of employment. The San Mateo Consolidated Fire Department is an Equal Opportunity Employer (EOE).

Administrative Assistant Supplemental Questionnaire

Please provide answers to the following questions, limiting your response to no more than (1) page total. Responses to the supplemental questions will be used in the selection process. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position. (Questionnaire responses must be submitted with the employment application.)

1. Describe what skills you believe are most important in the role of an Administrative Assistant, why, and how you would apply them to this position.
2. Please describe in detail your experience in supporting a manager, what qualifications you have and what it means to you to be a team player.
3. Please describe your comfort level with computer programs, i.e., Microsoft Office (Word, Excel, OneNote, SharePoint, etc.), Finance and Payroll Systems (processing bills and timekeeping), etc. Provide details of the programs used and your proficiency with each.