



Albany County Fire District #1
4387 North 3rd Street, Laramie, WY 82072



Standard Operating Guideline #

25A-103

Rev #

1

**Administrative Assistant Job
Description**

Approval of Albany County Fire District #1 Board

Effective Date

3/01/2026

Signature and Date of Fire Board Chair

Scope: This SOG pertains to the Administrative Assistant of Albany County Fire District #1 (ACFD1).

Purpose: To create a job description for the position of Administrative Assistant to ensure clarity and accountability of the position between the Administrative Assistant, the District Operations Chief (DOC), the ACFD1 Board and the constituents of the District.

Guideline:

1. The Administrative Assistant (AA) is a part time hourly, at-will employee position.
 - a. Expected working hours will vary, but will be approximately 20 hours per month.
 - b. The hourly wage shall be a minimum of \$20.00/hour but will be set by the ACFD1 Board, commensurate to experience.
2. This position is responsible to the ACFD1 Board, the District taxpayers, and will be supervised directly by the District Operations Chief.
3. The AA shall fill out a Time Worked Activity Log showing the date, hours work, and activities during those hours.
 - a. This document shall be submitted to the DOC no later than the seventh (7th) day of each month for review and submission for payroll.
 - b. The payroll date varies each month as payroll must be approved at the monthly stated ACFD1 Board meeting typically, but not always, held on the third (3rd) Wednesday of each month. Direct Deposit occurs the day after the monthly stated Board meeting.
4. The AA shall undergo a full background check per District Guidelines prior to hire

5. Position Expectations

- a.** The AA shall be issued an ACFD1 laptop computer to use for District business only. A printer, paper, and printer ink is supplied by utilizing the equipment in the District office.
- b.** The AA shall be issued a District Credit Card to use for District business only.
- c.** The AA shall be available for all stated ACFD1 Board meetings typically held on the third (3rd) Wednesday of each month at 5:30 pm (1730 hours). There are occasions that a Board meeting is on a different night due to Holidays and other activities. An occasional Special Board meeting may also be called for Special Business.
- d.** The AA shall record the accurate minutes for the stated ACFD1 Board meeting and post the unapproved draft minutes on the ACFD1 website for review within 3 days of the board meeting. The unapproved draft minutes shall be distributed to the Department Chiefs within the same time frame. The minutes shall also be filed with the Albany County Commissioners as required on a monthly basis.
- e.** The AA shall post the approved Board meeting minutes in the appropriate place on the website with in 3 days of the Board meeting at which the minutes were approved.
- f.** The AA shall maintain the Pre-Approval (PAs) records for each individual department and issue PA numbers when they are approved by the DOC or Board.
- g.** The AA shall maintain and continuously update the ACFD1 website with accurate and updated information provided by the DOC and the Board.
- h.** The AA shall be responsible to return phone calls and correspondence with respect to District Business in a professional and expedient manner.
- i.** The AA is responsible to maintain confidentiality of District Business and records per the Albany County Fire District #1 Confidentiality Agreement.
- j.** The AA is responsible to perform any other duties as asked by the DOC or the District Board, as monthly hours allow.