

Administrative Assistant- Llano County ESD No. 5

An Overview of Responsibilities and Qualifications

The Llano County Emergency Services District No. 5 (ESD No. 5) is seeking a highly skilled and motivated individual to fill the role of Administrative Assistant. This position is crucial for the efficient functioning of the District and requires a blend of administrative expertise, strong organizational skills, and a dedication to public service. Below, we provide an overview of the responsibilities and qualifications for this position.

Key Responsibilities

The Administrative Support position at Llano County ESD No. 5 involves a wide range of duties designed to support the daily operations of the District. These responsibilities include, but are not limited to:

- Office Management: Provide administrative support to ESD staff by managing schedules, coordinating meetings/training sessions, and preparing correspondence on behalf of the Fire Chief, Fire Marshal and District Commissioners. Answer phones, greet visitors, and assist with the public. inquiries related to emergency services operations. Order office supplies, manage inventory, and coordinate with vendors as needed. Assist with emergency-related administrative tasks during critical incidents, as directed.
- Periodic & Special District Meetings: Support the preparation and timely public posting of Board meeting agendas in compliance with the Texas Open Meetings Act and as directed by the District's Board, while also attending all District meetings and accurately recording the minutes. Maintain official records of Board actions, resolutions, and policies, ensuring proper documentation and accessibility for audits or public requests. Coordinate with Board members to distribute meeting materials in advance, manage correspondence related to Board activities, and ensure proper filing of meeting notices and minutes with the appropriate county or state authorities as required by law.
- Payroll & Financial Support: Accurately input payroll data on a periodic basis and adjustments to the accounting system. Maintain and update general bookkeeping records for the District. Reconciliations of all banks accounts and publishing to the Board. Insure timely processing of financial transactions. Verify data for completeness and consistency. Assist with basic reporting and reconciliation tasks. Produce monthly current financial statements, cash flow analysis, comparisons to last year and budget analysis. Make adjusting journal entries needed for complicated transactions.
- Record Keeping: Managing and organizing District records, including but not limited to staff personnel files, regulatory and ISO compliance tracking files for the District. Includes keeping audio recordings of all Open Meetings conducted by the district. Process and respond to Open Records requests in compliance with applicable laws and regulations.
- Coordination: Coordinate with the Board and the District's law firm regarding any draft documents necessary for approval by the Board. Coordinate with the District's Human Resources professional regarding any assistance needed by staff members.
- Public Relations & Event Coordination: Managing the District's social media presence and website and preparing public announcements and newsletters. Planning and organizing district events, such as community outreach programs and open houses.
- Regulatory Compliance: Ensuring that all administrative activities comply with relevant laws and regulations under Texas Health and Safety code 775, Texas Government Code 2054.519, Cybersecurity Training, and Texas Government Code 552.012 Open Records Training, and State of Texas purchasing regulations.
- Workers Compensation: Promptly file workers compensation claims with insurance carrier and report to the Board status of claims monthly.
- Other: Provide other administrative services as specifically requested by the District.

Qualifications

The ideal candidate for the Administrative Assistant position at Llano County ESD No. 5 should possess the following qualifications:

- Education: A high school diploma or equivalent is required. Additional administrative or business-related coursework at a community college level or above in business management is preferred.
- Experience: Previous experience in an administrative support role is preferred. Experience in a public service, governmental agency, or some level of emergency services setting is preferred.
- Skills: Strong organizational skills, excellent written and verbal communication skills, attention to detail, and proficiency in office software such as Microsoft Office Suite and Quick Books Online (QBO) is required.
- Key Competencies: Ability to work effectively with a diverse team and interact positively with the public. Ability to demonstrate strong problem-solving skills and a proactive approach to tasks. Ability to handle a variety of tasks and adjust to changing priorities. Ability to manage time efficiently and meet deadlines.
- Confidentiality: Ability to handle sensitive information with confidentiality and comply with Texas state laws.
- Required Training: Within 90 days of hire, must complete two hours of certified open government training, consisting of a one-hour educational course on the *Open Meetings Act* and a one-hour educational course on the *Texas Public Information Act*. Additionally, must complete *Texas Cybersecurity Awareness Training*. Attend SAFE-D annual meetings for updating training requirements and future education on the operations of Emergency Services Districts. The training is available online and is an annual training requirement. If supporting emergency related tasks, then consideration for online ICS classes for basic background.

Working Conditions

The Administrative Support position is a part-time role and is office-based with occasional flexibility to work from home. There are periodic requirements to attend public meetings, hearings or events outside the office. This role may involve working under pressure at times, especially during peak periods such as budget preparation or major activities.

Application Process

Candidates interested in applying for the Administrative Assistant position at Llano County ESD No. 5 should submit their resume along with a cover letter outlining their qualifications and experience. Applications should be sent to Llano County ESD No. 5 at jobs@llanocountyESD5.org by Friday, August 29th, 2025.

Compensation and Benefits

This position is a part-time with a minimum of 12 hours/week on average – up to 20 hours/week) and offers a competitive hourly rate based on experience, along with a limited benefits package including retirement plan contributions and opportunities for professional development.

Conclusion

The Administrative Support position at Llano County ESD No. 5 offers an excellent opportunity for a dedicated and skilled individual to contribute to the effective functioning of the district and its services. This role is not only vital for the administrative operations but also plays a key part in ensuring the district's mission to serve the community efficiently and effectively.

For more information about the position or to submit your application, please contact Llano County ESD No. 5 at firechief@llanocountyESD5.org or visit our website at www.llanocountyESD5.org