



# FIRE DEPARTMENT – ADMINISTRATIVE ASSISTANT

## Classification – Fire Department – Administrative Assistant

<b>Title:</b>	Admin Assistant	<b>Civil Service Status:</b>	Classified
<b>Department:</b>	Fire	<b>FLSA:</b>	Non-Exempt
<b>Bargaining Unit:</b>		<b>Bargaining Unit Approval:</b>	
<b>Immediate Supervisor:</b>	Fire Chief	<b>Positions Supervised:</b>	

## Description

Under the direction of the Fire Chief, the Administrative Assistant performs a variety of confidential, administrative, clerical, and financial support duties to ensure efficient operation of the Fire Department. This position requires strong organizational skills, a high level of discretion, and the ability to multitask in a fast-paced environment.

## Examples of Duties and Responsibilities

- Serves as the primary administrative support to the Fire Chief
- Screens telephone calls, visitors, and incoming mail, personally answering those inquiries which in the employee's judgement do not require the Fire Chief's attention.
- Responds to public inquiries in a professional and courteous manner.
- Coordinates with other City departments and external agencies as needed.
- Maintains personnel files and departmental documentation.
- Manages records retention and ensures compliance with state and local laws.
- Handles confidential information with the utmost integrity.
- Assists with payroll processing and submits payroll to the Auditor's office.
- Tracks department budget expenditures, processes requisitions, purchase orders and invoices, and assists in budget preparation.
- Assists the Fire Chief in monitoring and maintaining the approved budget.
- Schedules and coordinates meetings and appointments.
- Prepares meeting agendas, takes and transcribes meeting minutes as needed.
- Prepares correspondence, memos, reports, spreadsheets, and presentations.
- Answers questions of the public concerning the work or refers them to the appropriate activity.
- Assists with fire and EMS report filing, public records requests, and statistical reporting.
- Reviews EMS reports for correctness prior to being submitted to EMS billing; required to learn the EMS billing process, as well as data entry requirements.
- Maintains the Fire Department website and social media platforms in coordination with department and city communications policies.
- Supports department projects and special assignments.
- May be required to attend occasional evening or weekend meetings or events.
- Performs other duties as assigned by the Fire Chief.

## **Desirable Minimum Qualifications**

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### **Training and Experience:**

- High School diploma or GED required.
- Minimum of three (3) years of experience in an administrative support role; experience in a municipal or public safety environment is preferred.

### **Knowledge, Skills, and Abilities:**

- Thorough knowledge of office terminology, procedures and equipment and of business arithmetic and English.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Strong organizational, communication, and interpersonal skills.
- Experience with records management systems and payroll software preferred.
- Ability to manage time effectively, prioritize tasks, and meet deadlines.
- Good knowledge of the operations of City government.
- Knowledge of public records laws and basic budgeting practices.
- Ability to follow complex oral and written directions.
- Ability to meet top level officials and others with tact and diplomacy.
- Demonstrated ability to maintain complex clerical records and prepare reports from such records.
- Ability to work under pressure and make decisions in accordance with laws, resolutions, ordinances, regulations, and established procedures where errors could result in additional cost or embarrassment to the City government.
- Ability to make relatively complex mathematical computations rapidly and accurately.
- Ability to maintain confidentiality and exercise sound judgement.
- Familiarity with fire service terminology and operations is a plus.