

ADMINISTRATIVE ASSISTANT – FIRE DEPARTMENT

Position Purpose:

The purpose of this position is to perform responsible administrative and clerical work of substantial difficulty and responsibility in supporting the operations of the Fire Department; performs all other related work as required.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring a thorough working knowledge of departmental operations and the exercise of judgment and initiative to perform duties, complete assigned tasks, and analyze the facts or circumstances surrounding individual problems.

Supervision Received: Work is performed under the general direction of the Fire Chief/Emergency Management Director.

Supervision Given: None.

Job Environment:

Work is performed under typical office and fire department conditions; the environment is moderately noisy and may contain odors.

Operates an automobile/light truck, computer, printers, facsimile machine, copier, calculator, typewriter, and other standard office equipment.

Makes frequent contact with the general public, other town departments, vendors, and attorneys; contacts with the public require a high level of courtesy and patience. Contacts are in person and by telephone and involve an information exchange dialogue.

Has access to a wide range of department-related confidential information such as personnel records, bid proposals, negotiating positions, personal information about citizens, and investigative reports, requiring the application of appropriate judgment, discretion and professional protocols.

Errors could result in delay, reduced levels of service, poor public relations, and have financial and/or legal repercussions.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Assists the public by providing information regarding department operations, procedures, forms, permits, licenses, applications, or other department information. Collects fees when necessary. Schedules other department personnel for services.

Performs general secretarial duties for the Chief including typing/composing correspondence, taking notes, proof reading, forwarding calls/taking messages, and scheduling appointments for the Chief. Receives and distributes mail; mails out all department correspondence.

Processes payroll for staff by verifying, recording, submitting forms, calculating, and data entry. Maintains personnel records.

Processes ambulance billing and forward packet to billing company.

Performs accounts payable duties. Collects invoices, checks against packing slips. Enters data into IMC and Munis programs. Sorts and copies invoices, prepares payables warrants. Prepares purchase orders. Maintains department budget records, tracking each line item including expense, payroll and special revenue. Monitors all other related budgets including Emergency Management, SAFE, Grants, Clothing allowances.

Maintains inspection schedule including pre-plan, smoke detector/CO, oil burner installation and any other inspections as needed.

Updates and prepares annual town reports. Gathers all pertinent information for the preceding year including departmental activities, personnel changes, special training, statistics and puts them into report form.

Tracks and records all budgetary accounts for the department; verifies invoices and statements; prepares accounts payable for submission into the municipal accounting system; tracks and prepares reports for accounts receivable; maintains computerized records of all department financial accounts for the purpose of reporting to the Chief on a weekly basis.

Orders and maintains inventory of office supplies; works on special projects.

Tracks and makes entries in databases, permit logs, and department records as may be requested by the Chief.

Provides clerical assistance to department committees or work groups as assigned by the Chief.

Relays instructions and directives to personnel verbally or in writing as directed by the Chief.

May occasionally transport staff and equipment/objects to and from fire/emergency scenes when necessary.

Maintains and prepares annual municipal fire alarm box billing including updating property owners information, collects fees, prepares turnover.

Works with others in the fire department writing local, state, and federal grant proposals for fire and emergency management. Maintains all periodic reports, budgets, deposits and all related records. Ensures that deadlines are met.

Monitors and tracks the emergency Management Director budget; performs all associated record keeping and accounting tasks.

Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

Associates Degree in business, including or supplemented by courses in secretarial skills, accounting or related field; three years progressively responsible experience in secretarial, bookkeeping or administrative work; or any equivalent combination of education and experience. Experience with Microsoft Office products. Ability to work with computer aided dispatch systems and fire alarm systems.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of office practices and procedures. Working knowledge of bookkeeping and financial record keeping.

Ability: Ability to maintain detailed records and to prepare reports from same. Ability to work effectively under time constraints to meet deadlines. Ability to operate various types of office equipment including a computer and typewriter. Ability to utilize a wide variety of computer software applications including word processing, spreadsheets, and databases. Ability to maintain highly confidential information.

Skills: Excellent customer service skills. Skill in maintaining the confidentiality of department records. Expertise and skill in utilizing personal computers, popular word processing, database, presentation, and spreadsheet applications.

Physical Requirements:

(The physical demands described here 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 the essential functions.) Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods at a keyboard or workstation. Some tasks require the ability to communicate information to the public.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)