

WORLEY FIRE PROTECTION DISTRICT

Job Discription

Administrative Assistant/District Secretary-Treasurer

Full-time Non-Exempt

POSITION SUMMARY

The Administrative Assistant position provides a variety of confidential and complex administration, financial management, human resource, response documentation, and other record keeping duties in support of the Worley Fire Protection District. This position provides support for the Board of Commissioners by publishing agendas and meeting packets, adhering to public notice and meeting laws and keeping official minutes of all Board meetings. This position requires an individual who possesses excellent organizational skills and the disposition to work well with other department members, local government representatives and the public. The position answers to the Fire Chief or his designee in his absence.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Provides secretarial and administrative support to Chiefs and Board of Commissioners
 - 1.1 Maintains confidentiality about information learned while on the job
 - 1.2 Composes, types, proof reads and edits a variety of correspondence, reports, memoranda, and other department projects requiring judgment as to content, accuracy, and completeness
 - 1.3 Facilitates projects, programs, conferences, meetings, research, recording meetings and prepares minutes, media reports and other reports as required.
 - 1.4 Interprets department regulations, policies, and procedures; makes decisions using independent judgment and requiring specialized knowledge of department practices, programs, and operations; and analyzes situations and makes appropriate decisions
 - 1.5 Collects and compiles material for review or analysis, provides recommendations for changes, and coordinates consultation, information exchange, and necessary approvals
 - 1.6 Updates the district website as new information is supplied
2. Initiates, maintains and updates a variety of files and financial, budget, personnel, resource materials, operational and administrative records
 - 2.1 Maintains complete and accurate files on department personnel, existing members and past members
 - 2.2 Coordinates the orientation of new employees from a human resources perspective
 - 2.3 Provides and ensures quality control of all fire and medical related reports to include data entry, tracking, facilitation of case log, missing or incomplete reports

- 2.4 Prepares payroll to include gathering and logging time sheets and daily logs, determining applicable FLSA and other special payroll applications, and maintaining accurate payroll related records
- 2.5 Assists with ensuring that all organization's patient information privacy policies and procedures are followed and comply with state and federal regulations
3. Assists in the preparation and monitoring of assigned budget accounts
 - 3.1 Orders, receives, inventories, stores and distributes supplies, uniforms, reports, forms and related items
 - 3.2 Prepares purchase orders and tracks all department purchasing
 - 3.3 Contacts vendors and suppliers as needed
4. Serves as primary information source for the public regarding department policies, procedures, objectives and operational functions
 - 4.1 Receives and interviews office visitors and telephone callers
 - 4.2 Answers questions and provides information where judgment, knowledge and interpretations are utilized, especially in the proper handling of confidential information or files
 - 4.3 Assists in resolving complaints
 - 4.4 Refers caller to appropriate source as necessary
5. Performs other related duties as assigned by the Fire Chief or Board of Commissioners

HOURS OF WORK

This position is regularly scheduled to work Monday through Friday from 8:00 am to 5:00 pm Attendance at Board of Commissioners meetings and other "after hours" ad-hoc meetings is also required

The regular work hours may be adjusted at the discretion of the Fire Chief to accommodate "after hours" scheduled meetings

The position qualifies for holiday and vacation benefits

MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE AND CERTIFICATIONS

Graduation from high school and four years experience as an administrative or executive assistant, or any equivalent combination of related education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to work without close supervision
2. Posses the ability to concentrate and accomplish tasks despite numerous interruptions.
3. Knowledge of department programs, services, and administrative procedures; knowledge of telephone etiquette.

4. Excellent skill in Microsoft Office including word processing, excel spreadsheets, presentations and desktop publishing software, Quick-books/Quicken in the application of payroll and taxes.
5. Must be willing to learn new software programs specifically designed for the fire service.
6. Must be physically and mentally capable of developing, implementing, and utilizing a records management system including filing documents and records.
7. Posses' excellent interpersonal skills with the ability to communicate effectively orally and in writing in English with the public, elected officials, and other fire department members.
8. Ability to type a minimum of fifty words per minute.
9. Valid Idaho drivers license or obtain within thirty days of hire.
10. Criminal background checks and drug screens are conducted on all district positions. Non-disclosure will result in dismissal.

(General clerical skills to be measured through valid testing or through verifiable work experience)

PHYSICAL DEMANDS/WORK ENVIROMENT

While performing the duties of this job, the employee is frequently required to sit at a desk, work on a computer, answer telephones, and radio communications, stand, talk or hear. The employee must occasionally lift and/or move up to twenty-five pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. This position is subject to exposure to high-stress situations or environments, including contact with the public in confrontational or unpleasant circumstances.

The noise level in the work environment is usually quiet. However, the office area is contained within a fire station and at times the area is subject to dispatch traffic including emergency alert tones, diesel engine noise, sirens, air horns, and other automotive equipment. Most of these noises do not interfere with the work environment and cause little disruption, if any. In addition, firefighters also occupy the facility and perform a number of functions in and around the work area.

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the Fire Chief after approval of the Board of Commissioners as the needs of the job changes.