Job Description
ADMINISTRATIVE ASSISTANT

Department: Fire Department
Job Title: Administrative Assistant
Employment Status: Full time
FLSA Status: Hourly / Non-Exempt
Reports to: Fire Chief
Working Hours: Monday – Friday 8:00am - 4:00pm

SUMMARY

The Administrative Assistant of the Fire Department reports to the Fire Chief or designee and is responsible for a variety of routine and complex administrative, clerical and technical work in assistance to the Fire Chief.

MINIMUM QUALIFICATIONS

Associates degree in Accounting, Finance or Business Administration or five (5) years’ experience of equivalent administrative professional experience and knowledge to sufficiently perform the essential functions, knowledge, skills and abilities of the position. Knowledge of fire department and local government operations is preferred. Valid Ohio driver’s license is required.

ESSENTIAL FUNCTIONS

• Responsible for administrative support to assist the Fire Chief and Assistant Fire Chiefs.
• Coordinates and manages schedules and appointments.
• Assists in the preparation of budget information.
• Processes invoices, expense reports; tracks and monitors invoices charged against purchase authorizations and purchase requisitions.
• Maintains Fire Department inventory.
• Prepares Fire Department payroll, conducts follow-up on payroll issues.
• Coordinates and schedules the processing of all Fire Department applicants.
• Maintains all sensitive and confidential files, records and materials specific to the office of the Fire Chief.
• Interfaces with all walk-in persons to the fire station, determines their needs and directs them accordingly.
• Assists Fire Prevention personnel in scheduling fire protection system(s) inspections and recording them in a database.
• Makes travel arrangements and coordinates itineraries for Fire Chief and department personnel.
• Organizes and maintains department records and files.
• Works as a team member with other support staff to ensure smooth operation of day-to-day business within the department.
• Operates as confidential aide to the Fire Chief and Assistant Fire Chiefs.
• Perform all other related duties as assigned by the Fire Chief.
KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: City government structure and Fire Department operations. Comprehensive knowledge of office management, personnel, financial, and administrative practices.

Skill in: Microsoft Office products, strong Excel experience preferred and ability to adapt to specialized software applications; organization and attention to detail; effective communications with others.

Ability to: Articulate and present a positive professional image both in person and on the telephone. Establish and maintain effective working relationships with employees, supervisors, other departments, officials, and the public. Communicate well both verbally and in writing. Prepare accurate documentation to include reports, requisitions and forms. Use independent judgment and discretion. Respond to routine inquiries from public and/or officials timely. Formulate/implement administrative procedures. Analyze difficult administrative and operational problems and develop and present sound conclusions and recommendations. Maintain confidentiality of material.

EQUIPMENT OPERATED

The following are examples of equipment operated, not intended to be all inclusive: personal computer, printer, copy machine, fax machine and other standard business office equipment.

PHYSICAL DEMANDS AND WORK CONDITIONS

In accordance with the U.S. Department of Labor exertion levels, this is considered sedentary work.

Job Description Approval:

Authorized Signature

Date