

CITY OF OAK HARBOR

JOB DESCRIPTION

Job Title: *Administrative Assistant – Fire*
Department: *Oak Harbor Fire Department*
Reports to: *Fire Chief*
Status: *Non-exempt /Non-union*

Job Summary:

Perform and coordinate administrative office, personnel and departmental functions of the Fire Department, assign and oversee the office work activities of full-time, temporary or volunteer staff, and function as the department's confidential administrative assistant in planning and coordinating premier customer services, accident reports, budget support, recruiting, payroll administration, special events and information technology updates.

Essential Job Functions:

1. Perform administrative duties such as formulation and preparation of complex and confidential records and correspondences, narrative reports and prepare articles for publications; respond to phone inquiries, maintain Chief's calendar, and other schedules, files and follow-up systems.
2. Process accounts payable invoices, verify print outs of monthly activities and resolve discrepancies, and provide liaison with Finance Department. Also maintain petty cash fund and calculate, process and monitor other funds as required; prepare invoices for accounts receivable and maintain records of revenues and contract documents.
3. Coordinate and perform troubleshooting for the department's network computer system and for telephone system, track help desk requests, and serve as a technical resource to department staff.
4. As a lead, provide direction and oversight for office work activities assigned to full-time, volunteer or temporary staff. Perform volunteer/temporary position's duties as necessary for relief/backup.
5. Administer department payroll for career and paid on-call firefighter: prepare monthly payroll, calculate time sheets for paid staff assuring accurate paid leave reporting; verify and resolve discrepancies upon receipt of paychecks.
6. Attend meetings as required; distribute agendas; take, transcribe and distribute minutes.
7. Participate in testing procedures for paid on-call firefighters and related programs: screen applications, conduct background and reference checks, score tests and schedule medical exam, drug screening and immunizations as required. Participate in orientation for new members. Prepare job advertisements, test schedule, test materials and administer test for paid-on-call firefighters.
8. Maintain confidential files and records, manage insurance and pension enrollment, and department files to include updating, transferring and purging. Oversee and submit accident reports to HR for regular and paid on-call staff.
9. Research, compile data and prepare graphs for the Department's annual reports.
10. Prepare press releases and coordinate with media on various projects as directed by Fire Chief.
11. Establish and maintain effective and cooperative working relationships with public officials, department heads, co-workers, supervisors, other City departments, and to interact with the public using good judgment in a courteous and helpful manner in stressful situations.
12. Research and gather information for grant preparation, follow-up and maintain files.
13. Administer Department's Quarter Master Uniform System; issue and account for all uniforms.
14. Maintain the department website (input, edit, and update information and format).
15. Attend meetings, seminars, conferences and other training programs to keep informed on current laws and changes that may affect the Fire Department.
16. Assist in on-site emergency service functions and perform duties such as dispatch, accountability, event tracking, and emergency contacts.

Associated Job Functions:

1. Perform other projects and duties as assigned by the Fire Chief.
2. Transport items to City Hall and other locations as required.

Performance Requirements (Knowledge, Skills and Abilities):

- Working knowledge of Fire Department policies, practices and procedures.

- Knowledge of departmental accounting, payroll, budgeting and personnel procedures.
- Knowledge of network computers, internet and software applications.
- Organizational skills and ability to prioritize work, multi-task, deal with interruptions, last minute changes and rigid deadlines.
- Oral communication skills and ability to communicate clearly, concisely and effectively and to maintain confidentiality as appropriate.
- Written skills and ability to compose complex correspondence and reports from written drafts and oral instructions as well as ability to research, organize and compile data into meaningful reports.
- Thorough knowledge of English, spelling, grammar, vocabulary and punctuation.
- Creativity to design and develop desktop publishing projects.
- Ability to maintain confidentiality as appropriate.
- Ability to work independently with minimal supervision to meet broad work expectations.
- Ability to oversee the work of others in a manner conducive to efficient and effective performance and positive morale.

Working Environment and Physical Demands:

Work is performed indoors in an office environment and requires the ability to sit for extended periods of time, walk throughout the facility including climbing stairs, as well as occasional travel to other City locations. Work requires a normal range of hearing and visual acuity, eye/hand coordination bending, twisting, reaching, stooping and fine manipulation skills to operate a personal computer, telephone system, and other equipment. Occasional attendance at evening meetings is required. May work under stressful conditions to provide support for department emergency response operations.

Experience and Training Requirements:

- High school diploma/GED or equivalent **with** two years college-level coursework or vocational training in a combination of office management, accounting, administrative, secretarial, and/or business skills, **and**
- Four (4) years experience in a responsible administrative assistant position providing support to a division manager or department director, in a highly visible agency or office.
- Preference will be given for experience in a municipal, public sector, or fire service environment.
- Proficient computer operation skills and experience with a variety of software programs including Microsoft products, database, customized and menu-driven programs.
- Must pass driver's abstract check and background investigation, which includes screening of criminal history, sexual offenses, recent drug use, as well as psychological evaluation for aptitude to work in fire service.
- Valid Washington State Driver's License and a good driving record.

A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.

Established: Hulbert 95
 Revised: NWM/HR 1/04, HR 7/11, FIRE 12/12, HR 12/14

FLSA: Non-exempt
 Salary Range: --

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.