EXECUTIVE ASSISTANT FOR EMS

POSITION SUMMARY

The Executive Assistant for EMS plays a pivotal role in ensuring the efficient operation of the department by providing high-level administrative support to executive leadership and fire department personnel. This position demands strong independent judgment and the ability to effectively plan, prioritize, and manage various tasks in a fast-paced environment. Exceptional communication skills, both oral and written, are essential for success. The role involves close coordination with various city departments, fire and EMS agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential Duties:

- Provide comprehensive administrative support to all fire department staff including scheduling, correspondence, and records maintenance.
- Assist in the preparation and development of presentation materials.
- Attend command staff and departmental meetings, prepare agendas, record minutes, and offer support to fire and EMS boards, committees, and city staff.
- Receive, direct, and screen public inquiries, including media communication during high-risk incidents.
- Assist department leadership in preparing the annual city budget.
- Maintain, update, and organize filing systems for department records.
- Draft and prepare various documents, such as correspondence, memos, reports, and spreadsheets.
- Track project funding, monitor expenditures, and ensure accurate financial documentation.
- Handle mail distribution, including mass mailings.
- Support the contract bidding process by preparing bid tabulation worksheets and other related documents.
- Uphold confidentiality standards and ensure compliance with HIPAA regulations.
- Manage, maintain, and safeguard official documents for committees, departments, and political agency contracts.
- Process accounting information related to accounts payable, receivable, permits, licenses, and other financial transactions.
- Handle multiple, diverse tasks with a need to coordinate processes across departments.
- Perform similar duties as assigned, demonstrating flexibility in managing related functions.

Knowledge, Skills, and Abilities:

- Strong communication skills to effectively interact with employees, vendors, contractors, and the public in person, by phone, email, or letter.
- Ability to follow complex oral and written instructions with attention to detail.
- Familiarity with department-specific terminology and software applications.
- Strong organizational skills to maintain accurate records and manage files.
- Proficiency in Microsoft Office Suite, including advanced functions in Excel and Word to effectively prepare spreadsheets, reports, and track expenditures.

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- Competence in public safety software, word processing, and database/spreadsheet programs, with advanced proficiency in Microsoft Office.
- Ability to troubleshoot office equipment and resolve minor technical issues.
- Proven ability to handle confidential information with tact, discretion, and professionalism.
- Strong problem-solving skills, including defining problems, collecting data, and drawing valid conclusions.
- Ability to independently manage tasks and projects with minimal supervision.
- Capacity to analyze and interpret business publications, professional journals, technical procedures, and governmental regulations.

QUALIFICATIONS

Education and Experience:

- Requires High School Diploma or General Equivalency Degree (G.E.D)
- Associate's Degree or higher preferred.
- Minimum of 3 years' experience providing administrative support at a high level.
- Experience in an EMS or Fire Department setting is preferred.

Special Requirements (position requirements at entry):

- Valid Driver's License

WORKING CONDITIONS

- Positions in this class typically require sitting, stooping, kneeling, reaching, standing, walking, typing, grasping, talking, hearing, seeing, and repetitive motions.
- Sedentary Work: Exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently. Sedentary work involves sitting and working at a computer most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- Work-related travel is minimal.

Classification: Grade 13 (G-13)
FLSA: Non-Exempt
Created: 08/22/2024 by Chief Presnell
Approved by City Commission: 09/03/2024
Updated: 6/16/2025 updated classification to match new pay scale – NT.