

ADMINISTRATIVE ASSISTANT - FIRE

POSITION SUMMARY

This position provides administrative and secretarial support for the Fire Department. Independent judgment is required to plan, prioritize, and organize diversified workload, recommends changes in office practices or procedures. Requires excellent oral and written communication. Coordinates closely with other city departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides administrative support to designated staff members.
- Processes invoices for payment submission
- Assist with presentation, preparation of materials and public notices for meetings.
- Attendance at night meetings may be required.
- Attends departmental coordination meetings, prepare agendas, take and prepare minutes and provide administrative support for department staff.
- Maintains project summaries and status worksheets.
- Answers and directs public calls and customers for the department.
- May assist department head with annual city budget preparation.
- Maintains and updates filing systems.
- Prepares general correspondence, memos, reports, spreadsheets, etc.
- Prepares and handles mailing, and mass mailings.
- Assembles and handles highly confidential and sensitive information.
- Organizes and files political agency contracts with outside parties
- Maintains and provides safekeeping of documents, files, data imaging and databases for various committees and departments.
- Facilitates the administration of departmental social media profiles.
- Performs other duties of a similar nature as required.

Knowledge, Skills And Abilities: (position requirements at entry):

- Customer service techniques and skills.
- Excellent communication skills and phone etiquette.
- Knowledge of department specific terminology and applications.
- Ability to maintain accurate files and records.
- Ability to prepare written communication, type memos, reports and letters.
- Ability to track and monitor expenditures.
- Ability to use computers and related software applications and various office equipment.
- Ability to perform basic mathematical calculations.
- Ability to provide a high level of confidentiality.
- Facilitates the administration of departmental social media profiles.
- Ability to gather and compile data.

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SKILLS

Education and Experience (position requirements at entry):

- Requires High School Diploma or General Equivalency Degree (G.E.D)
- Two years of administrative assistant experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements (position requirements at entry):

- Valid Driver's License
- Computer literacy and excellent proficiency with Microsoft Office.

WORKING CONDITIONS

- Positions in this class typically require: sitting, stooping, kneeling, reaching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 30 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 11 (G-11)

FLSA: Non-Exempt

Created and updated to new format: 05/23/2013; 7/6/16

Approved by CSC: 5/24/13, 7/15/16

Updated: 08/12/2020, 12/02/2020, 3/29/2023, 4/1/24 by Chief Presnell, HR Nameniuk, 6/16/25 updated grade to match new pay scale- NT.