



Clifton Fire Protection District Job Description

Position Title: Part-Time Administrative Assistant **FLSA Status:** Exempt
Division: Administration **Supervises:** NONE
Supervised By: Fire Chief **Hours Worked:** Average 1,248 annually

JOB SUMMARY

This is an administrative position providing relatively complex and confidential office work specific to the Fire Department. Independent judgment is exercised, based on knowledge of duties. Work involves regular contact with employees, supervisors, customers, and the public on matters of significance to the department and may involve routine contacts with elected officials. The Administrative Assistant must exercise courtesy, tact, and diplomacy in dealing with others. Work can be highly confidential in nature and involved the skilled use of computers and computer software.

The Administrative Assistant performs a variety of clerical, secretarial and administrative duties while keeping official records, bookkeeping, providing customer service to walk in customers and answers questions over the phone.

The Administrative Assistant typically works a 24-hour per workweek schedule, though may often require additional work hours for special projects, meeting attendance and performance of other duties.

SUPERVISION RECEIVED

The Administrative Assistant receives supervision from the Fire Chief.

SUPERVISION EXERCISED

NONE

AVAILABILITY

The Administrative Assistant is not considered on call.

RESIDENCY

There is no residency requirement for the Administrative Assistant other than he/she must be able to make it to work on time given various weather conditions throughout the year.

RESPONSIBILITIES

The Administrative Assistant has many responsibilities to include but not limited to:

- Responsible for the efficient operation of the administrative office
- Responsible for the organization of the office environment, filing and records management system
- Responsible for the management and retention of financial records, personnel records, etc.
- Responsible for maintaining accurate vendor accounts, ensuring prompt payment to vendors, district employees and general bills
- Responsible for Human Resources documentation
- Responsible for maintaining accurate documentation and submission of records to appropriate entities at the Federal, State and Local level
- Responsible for maintaining a professional and pleasant first impression to individuals entering the administration building
- Responsible for maintaining the Training Room Schedule for any outside requests
- Responsible for coordinating with the duty staff on student and/or community ride alongs
- Responsible for pension reports, correspondence and documents
- Responsible for the annual coordination with auditors

- Responsible for maintaining documents associated with the district insurance, resolutions, and by-laws

DUTIES

- Types and prepares correspondence, reports, forms and other tasks as assigned
- Provides customer service; answers phones and directs callers appropriately, greets and interacts with the public in a professional manner and maintains a positive working relationship with department members
- Maintain complete and accurate confidential files and records on Fire Department personnel, including applicants, existing members, and former employees
- Assists with the development and presentation of the annual operating budget and financial analysis
- Prepare and present monthly financial reports to the Fire Chief, provides program managers with regular financial reports, and provide information and support for the annual audit
- Accurately prepares, proofreads, and edits correspondence, reports and other documents
- Receive, send and sort mail and deliveries
- Under the direction of the Fire Chief, prepares the Board of Director packets for monthly Board meetings
- May be delegated the duties and responsibilities of the Secretary to the Board of Directors for the purpose of recording meeting minutes only.
- Maintains and adjusts accounts payable, orders station and office supplies, processes all department invoices and purchase orders
- Generates Payroll and Accounts Payable under the Direct Supervision of the Fire Chief (if not outsourced)
- Attend conferences, meetings and various trainings to keep abreast of current trends as it pertains to Fire Administration
- Assists in maintaining the Fire District website

MINIMUM QUALIFICATIONS

- 18 years of age
- High School Diploma or GED
- Pass Drug/Alcohol screening and background check
- Must have the ability to read and write in the English language as to accurately complete legal documents and/or interpret legal and comprehensive documents.
- 1 year of administrative support
- Maintain current Notary Public Commission
- Any combination of education and experience in order to perform the job requirements may be considered by the Fire Chief

PREFERRED QUALIFICATIONS

- Associate's Degree from an accredited college
- Previous experience with a combination fire department
- CPR/AED/First Aid Certified

KNOWLEDGE, SKILLS & ABILITY

- Knowledge of the principles and practices of small government operations, budgeting practices and legalities associated with small government
- Knowledge of modern accounting principles and practices and use of Quickbooks
- Knowledge of basic mathematics, proper use of the English language, proper spelling, proper grammar and punctuation use
- Knowledge of personal computers is required
- Knowledge of the use of various computer bases software programs; Microsoft Office Suite to include but not limited to; Microsoft Word, Microsoft Excel, Microsoft Publisher, and QuickBooks
- Knowledge of modern business communications, including style and format of letters, minutes and reports
- Possess proficient skill in the communications both verbal and written
- Possess skill at typing and keyboarding
- Possess skill at organization of records systems, office environment and scheduling

- Ability to write reports, business correspondence and various documents
- Ability to effectively present information and respond to questions from supervisors, Board Members, clients, customers, employees and the public both verbally and written
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume
- Ability to apply concepts such as fractions, ratios, and proportions to practical situations
- Ability to interpret a variety of instructions furnished in writing, orally, or diagram formats

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to; sit, talk, hear, stand, walk, use hands and fingers to; feel, handle or operate; objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, taste and smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 50 pounds. The employee may at times have to lift and/or move up to 100 pounds with assistance. Specific vision abilities required by this job include; close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in the office environment; the employee is occasionally exposed to risk of electrical shock, slip/trip/fall due to steps, with a noise level that is usually moderate. The employee may be required to occasionally climb stairs.

SALARY/BENEFITS

This is a salary based position and therefore not eligible for overtime. The starting salary range is \$15,600.00 annual base (\$12.50/hour) to \$19,968.00 annual base (\$16.00/hour) DOQ/DOE. As this is a part-time position there are no benefits provided.

WORK SCHEDULE

The part-time Administrative Assistant works Monday, Wednesday and Friday from 8:00am to 5:00pm with one hour for lunch.