

**CITY OF SOUTH SALT LAKE
POSITION DESCRIPTION**

Position Description: Fire Administrative Assistant
Department: Fire
Position Grade: 18
Supervisor: Fire Chief
FLSA Status: Non-exempt

POSITION SUMMARY

The Fire Administrative Assistant reports to the Fire Chief; provides a variety of responsible, confidential, and complex secretarial and administrative support to Chief and management staff; supervises clerical staff; handles differing situations, problems and deviations according to department priorities, duties, policies and program goals.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Provides secretarial and administrative support to Chief and management staff
 - 1.1 Composes, types and edits a variety of correspondence, reports, memoranda, and other department projects requiring judgment as to content, accuracy, and completeness
 - 1.2 Facilitates projects, programs, conferences, meetings, research, records meetings and prepares minutes, media reports and other reports including the Annual Report
 - 1.3 Interprets department regulations, policies, and procedures; makes decisions using independent judgment and requiring specialized knowledge of department practices, programs, and operations; and analyzes situations and makes appropriate decisions
 - 1.4 Collects and compiles material for review and analysis, provides recommendations for changes, and coordinates consultation, information exchange, and necessary approvals
2. Initiates, maintains, and updates a variety of files and records including financial, budget, personnel, resource materials, operational and administrative
 - 2.1 Provides and ensures quality control of all fire and medical related reports to include data entry, tracking, facilitation of case log, missing or incomplete reports
 - 2.2 Prepares payroll to include gathering and logging time sheets and daily logs, determining applicable FLSA and other special payroll applications, and maintaining accurate payroll related records
 - 2.3 Assists with ensuring that all of the organization's patient information privacy policies and procedures are followed
3. Assists in the preparation and monitoring of assigned budget accounts
 - 3.1 Orders, receives, inventories, stores, and distributes supplies, soft uniforms, reports, forms and related items
 - 3.2 Prepares purchase orders and tracks all department purchasing
 - 3.3 Contacts vendors and suppliers as needed
4. Supervises and provides general work direction to clerical staff/data management
 - 4.1 Oversees hiring of personnel
 - 4.2 Provides work assignments and changes such assignments as necessary
 - 4.3 Sets work schedules and approves schedule changes as necessary
 - 4.4 Monitors employee performance and conducts performance evaluations
 - 4.5 Initiates corrective or disciplinary actions

5. Serves as primary information source regarding department policies, procedures, objectives and operational functions
 - 5.1 Receives and interviews office visitors and telephone callers
 - 5.2 Answers questions and provides information where judgment, knowledge and interpretations are utilized, especially in the proper handling of confidential information or files
 - 5.3 Resolves complaints
 - 5.4 Refers caller to appropriate source as necessary

MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE AND CERTIFICATIONS

Graduation from high school or GED equivalent and four years experience as an administrative or executive assistant, or any equivalent combination of related education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of department programs, services, and administrative procedures; knowledge of telephone etiquette.
2. Skill in word processing, spreadsheets, presentations and desktop publishing software, office equipment usage and the operation of micro-computers, skill in the use of business English, grammar, spelling, punctuation, vocabulary, and arithmetic.
3. Ability to communicate effectively both orally and in writing; ability to use independent judgment; ability to type 50 words per minute.

(General clerical skills to be measured through valid testing methods or through verifiable work experience.)

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually quiet. However, the office area is contained within a fire station and at times the area is subject to dispatch traffic including emergency alert tones, diesel engine noise, sirens, air horns, and other automotive equipment. Most of these noises do not interfere with the work environment and cause little disruption, if any. In addition, firefighters also occupy the facility and perform a number of functions in and around the work area.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by: _____

Effective date: March 2008

Revision history: March 1, 2006