

**TITLE:** ADMINISTRATIVE ASSISTANT  
**LEVEL:** M-5 \$46,420 - \$56,620  
**DEPARTMENT:** FIRE

**FUNCTION:** Provides a variety of complex administrative, technical and office management expertise in the operations of department.

**SUPERVISION RECEIVED:** Works under the general supervision of the Fire Chief.

**SUPERVISION EXERCISED:** Supervises staff as designated by the Fire Chief.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Manages the office staff including Fire Prevention; organizes workloads and develops new work processes to increase efficiency of the administrative functions within the department.

Assists the Chief and Deputy Chief in creating and disseminating administrative orders and directives. Performs confidential functional support of disciplinary actions taken and investigations conducted.

Directs the human resource functions of the department including time-off tracking, collective bargaining agreement compliance and annual documentation. Prepares a variety of reports and related information in support of the performance goals of the department.

Assists the Chief in the development of the department budget and tracking the ongoing financial performance through monthly tracking reports and projections.

Prepares reports and required documentation in support of the departments ongoing grant programs.

Provides administrative assistance to the Chief in meeting management goals; prepares agendas and records action items for various meetings; prepares administrative policies as assigned. Develops, recommends and implements office systems to improve the efficiency of the department operations with a primary focus on automated systems.

The above covers the most significant responsibilities of the position. It does not, however, exclude other occasional duties, the inclusion of which would be in conformity with the level of the position.

**DESIRED MINIMUM QUALIFICATIONS:**

**Education and Experience:** Knowledge equivalent to a Bachelor's degree in public administration, political science, human resources, business management or closely related field, and two years of related experience; or any equivalent combination of education and progressively responsible experience.

**Necessary Knowledge, Skills and Abilities:** Knowledge of municipal management and

operations, financial reporting, automated office systems and procedures, office administration. Must be highly skilled in computer programs such as Excel, PowerPoint and Word. Ability to effectively meet and deal with employees, City officials, supervisors and the general public, ability to communicate effectively verbally and in writing; ability to handle stressful situations.

**SPECIAL REQUIREMENTS:** Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

**PHYSICAL AND ENVIRONMENTAL STANDARDS:** Normal office environment, frequent interruptions to assist customers in the office or by phone, may spend extended periods at computer terminal, telephone or operating other office machines requiring eye hand coordination and finger dexterity.

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

**SELECTION GUIDELINES:** Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.