

St. Stephens Fire Department, Inc.

Job Description – Executive Assistant

SUMMARY DESCRIPTION

Under the direct supervision of the Fire Chief, this position provides administrative and secretarial support for the Fire Chief and the Department. In addition to typing, filing and scheduling, performs duties such as financial record keeping, payroll, coordination of meetings and conferences, obtaining supplies, coordinating direct mailings, and working on special projects. Also, answers non-routine correspondence and assembles highly confidential and sensitive information. Deals with a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize and organize diversified workload, recommends changes in office practices or procedures.

ESSENTIAL/REPRESENTATIVE DUTIES

The following duties are merely representational for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address departmental needs and continual changing departmental practices. The duties and responsibilities delineated below cannot be presented in a prioritized fashion as each emergency scenario and each passing day within the facility itself is unique.

- Maintains complete and accurate files and records on fire department personnel including applicants, existing employees, and former employees;
- Efficiently schedules interviews, tests, and other appointments for personnel and applicants for employment and volunteering;
- Answers inquiries from the public concerning positions available in the department, the application process and job description;
- Reconciles expense reports and submits for approval;
- Sends out and files Quality Assurance Reports;
- Schedules the training/public room at the headquarters station;
- Maintains and updates the Fire Department Handbook;
- Schedules the annual fire department physicals, and files approval forms;
- Keeps the fire department website, and all department social media sites updated;
- Prepares statistical information and graphs when requested;
- Purchases and maintains office supplies used by the department;
- Oversees and maintains public service bulletin boards with current information and announcements;
- Answers telephone, greets public, and gives directions;
- Maintains confidentiality regarding information learned on the job;
- Issues Burn Permits to the public upon public request;
- Creates I.D. cards for new employees and updates current employee I.D. cards when needed;
- Performs other duties and special projects as assigned;
- Coordinates appointments and itineraries for the Fire Chief;
- Prepares administrative reports by researching, assembling, and summarizing information;

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- Orders Office/Cleaning supplies;
- Files the department documents as needed;
- Schedules and organizes complex activities such as meetings, travel, conferences and department activities for all department staff;
- Performs desktop publishing;
- Creates and develops visual presentations for the Fire Chief;
- Establishes, develops, maintains and updates filing system for the Fire Chief and the Department;
- Retrieves information from files when needed;
- Sorts, distributes and, opens mail for the Fire Chief;
- Drafts written responses or replies by phone or e-mail when necessary;
- Takes messages and/or fields/answers all routine and non-routine questions;
- Types and designs general correspondences, memos, charts, tables, graphs, business plans, etc;
- Proofreads copy for spelling, grammar and layout, making appropriate changes and responsible for accuracy and clarity of final copy;
- Performs all other duties and responsibilities as assigned from time to time by the Fire Chief.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the position and/or be learned within a short period of time in order to successfully perform the assigned duties:

Must have high school diploma or equivalent; must be at least 21 years of age; must have legal authorization to work in the United States; possess excellent typing and keyboarding skills of 55 wpm; possess good working knowledge of personal computers required; knowledge and experience with Microsoft Office software; proficient in spreadsheet use and data entry; possess good working knowledge of dictating equipment, photocopying machines, multi-line telephone and inter-office communication system and ability to use same accurately and efficiently; possess excellent human relations skills with the ability to communicate effectively, orally and in writing, with the public, elected officials, department officers and other employees of the fire department on fire personnel issues; possess the temperament and good judgment to effectively deal with the public and/or fire department employees, some of who may be irate or unreasonable; possess physical and mental ability to work independently and maintain confidentiality; possess physical and mental ability to file and maintain files and records of the Department; possess excellent communication skills, both written and oral; possess knowledge of or ability to learn departmental policies and procedures; ability to perform occasional overtime; ability to report for work and perform job responsibilities in a timely manner in order to meet scheduled deadlines; ability to concentrate and accomplish tasks despite interruptions; ability to perform a variety of tasks simultaneously or in rapid succession; ability to perform the duties of the position for an entire workday.

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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential job functions unless the accommodation(s) imposes an undue hardship upon the essential emergency duties and responsibilities of the department.

- **Environment** - Work is performed primarily in a standard office environment with extensive public contact and frequent interruptions.
- **Physical** - Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision** - See in the normal visual range with or without correction.
- **Hearing** - Hear in the normal audio range with or without correction.

PROFESSIONAL CONFIDENTIALITY

At hire, and during the tenure with this fire department, the Executive Assistant will come in contact with, and work with on a daily basis our employees, and volunteers Personally Identifiable Information (PII). For the protection of our employees, and volunteers PII, the person in this position shall, as a condition of employment, ensure confidentiality over all PII, and any other business-related information that by its natural nature be held confidential. This confidential section is by no means meant to interfere with or restrict the abilities of the person holding this position's right to enter into concerted activity with all protection required or afforded under the National Labor Relations Act (NLRA).

ACKNOWLEDGEMENT OF RECEIPT

I certify that I have read the attached Job description in its entirety and that I understand its contents completely. I also certify that I have had ample opportunity to ask questions and make comments about any portion of this Job description that does not appear clear to me upon reading.

By signing below, I understand that the duties and information listed above are intended only as general illustrations of the various types of work that I will be required to perform to the best of my mental, physical

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and emotional ability. Specific statements of duties and information not included in this document do not exclude the duties and information from the position if the work is related, directly or indirectly to the duties and responsibilities I am required to perform. I understand that this job description is subject to change by the department as the needs of the department and the requirements of my position may change from time to time.

Although adherence to this job description is considered a condition of continued employment, nothing in this job description alters my at-will status and shall not constitute nor be deemed a contract or promise of employment. Employees of this department remain free to resign at any time for any reason or no reason, without notice and the department reserves the right to terminate any employee at any time, for any reason or no reason, without notice. The Board of Directors are the only ones that have the authority to change the at-will status or enter into a contractual agreement with any employee and such change, if any, must be in writing and signed by the President/Chairperson of the Board of Directors. Nothing in the at-will policy or this job description stops the employee from the right to seek change in their at-will status.

X _____

Printed Name

X _____

Signature

X _____

Date