



# ADMINISTRATIVE ASSISTANT I

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| <b>DIVISION:</b>              | ADMINISTRATION             |
| <b>DIRECT SUPERVISOR:</b>     | OFFICE MANAGER / CFO       |
| <b>SUPERVISION EXERCISED:</b> | NONE                       |
| <b>SALARY/WAGE STATUS:</b>    | NON-EXEMPT, \$27.52 Hourly |
| <b>CIVIL SERVICE STATUS:</b>  | NO                         |
| <b>PERS STATUS:</b>           | GENERAL SERVICE            |
| <b>BARGAINING UNIT:</b>       | NO                         |
| <b>REVISION DATE:</b>         | 01/26                      |

## PRIMARY PURPOSE

Performs administrative support duties requiring a thorough knowledge of the organization and divisions, their procedures, and operational details. Prepares and/or edits correspondence using independent judgment in content and style; and possesses the ability to work on more technical or advanced projects.

## ESSENTIAL FUNCTIONS

The essential functions of this position include, but are not limited to, the following duties and responsibilities:

1. Performs clerical and administrative support duties and exercises considerable independence of action and judgment while providing support to all managers, divisions and/or departments. Responsible for telephone and onsite reception; ordering supplies; filing; general distribution of materials including mail pickup and distribution; scheduling of meetings, conferences, and travel arrangements; data entry; word processing; and other duties as assigned.
2. Serves as a primary contact person to both internal and external customers, able to answer difficult or more complex questions relating to various functions of the assigned division(s), as well as general questions regarding the Fire District. Knows when to forward inquiries requiring additional knowledge or expertise to the appropriate individual. Applies knowledge of District regulations and procedures when answering public inquiries and forwards other inquiries requiring additional knowledge or expertise to the appropriate individual. This position must maintain a high level of professionalism and confidentiality at all times.

3. Works independently on a variety of specific projects and programs and responsible for successful project results. Specific examples include, but are not limited to, accounts receivables, accounts payable, and general file maintenance. May have budgetary responsibilities for purchasing, tracking, and maintaining records. May track budget expenditures, particularly with regard to supplies.
4. May attend Board meetings, and other meetings as assigned. Drafts and distributes finished minutes of those meetings and maintain historical meeting archives.
5. Performs weekly supply inventory and orders office supplies as needed from internal and external vendors.
6. Utilizes Microsoft Office suite computer programs to create and edit spreadsheets, reports, and presentations with a high degree of accuracy and professionalism. Writes emails that are distributed to internal and external customers and maintains a computerized calendaring system for self and supervisors, as requested.
7. Composes and types simple and complex documents such as letters, memoranda, forms, miscellaneous transcripts, inventory/equipment records, and financial statements, from rough draft, general instruction, original documents, or dictation material, and all other documents as necessary.
8. Maintains office records, calendars, and progress reports related to District activities and operates a variety of office equipment and machines, including computers, calculators, telephone consoles, copy equipment, printers, and all other equipment as necessary.
9. Responds to the general public regarding administrative inquiries dealing with each in a courteous and respectful manner reflecting a positive attitude.

## **SECONDARY FUNCTIONS**

1. Assists other departments as needed and as approved by the immediate supervisor.
2. May assist in miscellaneous administrative tasks under the direction of the immediate supervisor. Specific examples include, but are not limited to, budgetary processes, and audit preparation.
3. May coordinate special projects and events. Plan, schedule, and implement a variety of administrative activities.
4. Must be prepared to report/remain at work during major emergencies, disasters, and some large emergency exercises with little or no notice. Must be able to meet this requirement without substantial delay by taking appropriate steps for individual and family preparedness.

5. May receive assignments well outside of job description or normal chain of command during major emergencies, disasters, and some emergency exercises.
6. May act as liaison between District financial office and external customers and vendors.
7. Performs other duties as assigned.

### **JOB SCOPE**

The duties of this position involve a moderate to advanced degree of complexity. Works under minimal supervision with a high degree of professionalism, courtesy, and a friendly demeanor. This position reports to various supervisors. Effectively completes duties and assignments with considerable accuracy and timeliness. A high degree of creativity and latitude and the use of discretion are required. On a regular and continuous basis, exercises judgment and assumes responsibility for decisions, consequences, and results having an impact on people, costs, and /or quality of service within the functional area. Errors in judgment, time management, and professionalism affect the smooth and efficient operation of the Fire District in general.

### **JOB QUALIFICATIONS**

- High School graduate and advanced office skills required. Associate's degree and/or two (2) years of experience in administrative support work preferred. An equivalent combination of education and experience will be considered.
- Knowledge of standard office procedures and standard business etiquette. Solid knowledge of and ability to operate a personal computer and proficiency with a variety of standard office software applications.
- Knowledge of Microsoft Office Suite programs, including Outlook, Word, Excel, and Power Point is required.
- Knowledge and use of proper business English grammar and language rules, proper spelling, and all other knowledge required to produce written documents with a high level of accuracy and professionalism.
- Knowledge of pre-Algebraic (basic) math with the ability to apply such knowledge to the development and maintenance of spreadsheets and other basic financial documents.
- Knowledge of office record keeping, report preparation, and computer applications that allow for the effective management of incumbent's assigned office or work location.
- This position requires physical ability to lift up to 35 lbs., sitting in a normal seated position for extended periods of time, occasionally stooping, bending, kneeling, lifting, pushing, carrying items, continuously being mobile, and frequent walking. Performs

repetitive motions with hands and wrists, i.e. keyboarding; and reaching by extending hand(s) or arm(s) in any direction. Ability to see within normal parameters and ability to hear within normal range. Ability to talk to others in person and on the telephone for extended periods of time.

- Ability to read and understand, and communicate effectively in English, both orally and in writing.
- Ability to remain calm in emergency situations.
- Ability to work independently and prioritize workload appropriately.
- Ability to establish and maintain courteous working relationships with others inside and outside the Fire District.
- Ability to multi-task and adjust to changing priorities as immediate needs require.
- Ability to maintain strong attention to detail with a high degree of efficiency and accuracy.
- Ability to obtain and maintain CPR, AED, and First Aid Certification.

### **PREFERRED QUALIFICATIONS**

- Microsoft Office Suite proficiency.
- Financial and/or Business Degree.
- First Responder and/or EMT Certification.

### **WORKING CONDITIONS**

Work is normally performed in a typical interior office work environment. Hours may infrequently exceed 40 hours per week, especially during special projects. Involves minimal exposure to hazards or adverse environmental conditions as most work is performed indoors.