

HIGHLANDS FIRE DISTRICT

EXECUTIVE DIRECTIVES

CODE/TITLE: **112 Administrative Assistant III (Office Administrator)**
SECTION: 100 Classification/Job Descriptions
REFERENCE: HR Policy 30.03 & 30.04
ORIGINATED BY: Dirch Foreman, Deputy Fire Chief
APPROVED BY: Mike Bradley, Fire Chief
EFFECTIVE DATE: 02/01/2012

Administrative Assistant III (OFFICE ADMINISTRATOR)

FLSA: Non-exempt
Administrative Support Division
Full-Time
Arizona State Retirement Plan
Supervisor: Fire Chief or Deputy Chief during absences
Supervises: None

JOB SUMMARY

Under the general and direct supervision of the Fire Chief, the Office Administrator performs administrative support services in the office of the Highlands Fire Department. Administrative services may include, but is not limited to, customer service, office management, records, finance, human resources, and special projects. The Office Administrator shall provide administrative support to members of the Board of Directors and Chief Officers.

HOURS OF WORK

This position is regularly scheduled to work Monday through Friday from 0800 to 1700 hours. Regular and reliable office hours are essential to this position. Attendance at governing board meetings and other special meetings is also required. The regular work hours may be adjusted at the discretion of the Fire Chief to accommodate meetings, special events, and other demands of the fire department.

ESSENTIAL FUNCTIONS

- ◆ Provides customer service; answers phones, greets and interacts with the public in a professional manner and maintains positive working relationships with department members.
- ◆ Maintains regular office hours
- ◆ Provides administrative support for employee recruitment, background checks, new hire paperwork, selection, and hiring.
- ◆ Provides administrative support to various Boards. This includes but is not limited to the Fire Board; coordinates the Volunteer Pension Board, and is the secretary of the PSPRS Local Board; produces agendas and board packets; takes accurate minutes of meetings; including the Fire Board and Budget Committee Meetings
- ◆ May assist with the preparation of the district budget.

- ◆ Maintains legal posters
- ◆ Maintains administrative, personnel, and medical files; tracks personnel action data; administers benefits and retirement obligations.
- ◆ Assists in the development of policy, directives, and administrative standard operation procedures; maintains department policy, directive, and office manuals including the Board Handbook
- ◆ Prepares presentation documents, correspondence, reports: conducts research and compiles data for administrative analysis.
- ◆ Effectively organizes office environment and filing system.
- ◆ Does layout for and edits department newsletter.
- ◆ Plans and organizes department events.
- ◆ Manages a variety of special projects under the direction of the Fire Chief and/or Fire Board
- ◆ Makes monthly deposits at the Coconino County Treasurers office
- ◆ Collects and distributes external and internal mail in the absence of the Finance Manager
- ◆ Schedules use of Department facilities
- ◆ Maintains the Strategic Plan.
- ◆ Participates on a variety of committees including the Compensation Committee and the Budget Committee.
- ◆ Manages benefit contracts.
- ◆ Reviews Accounts Payable and Payroll on a regular basis.

The essential functions 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 District as the needs of the District and requirements of the job change.

MINIMUM QUALIFICATIONS

- ◆ Be a minimum of 18 years of age.
- ◆ High School Diploma or GED equivalency.
- ◆ Five years experience in an office setting and/or equivalent office administration education; experience in a fire service organization preferred

SPECIAL REQUIREMENTS

- ◆ Must sign a Loyalty Oath.
- ◆ Must obtain and maintain a valid Arizona driver's license
- ◆ Must have reliable transportation and maintain personnel auto insurance coverage.
- ◆ Must have satisfactory results on background screening.

KNOWLEDGE, SKILLS, AND ABILITIES

- ◆ Basic mathematics, English usage, spelling, grammar, and punctuation.
- ◆ Modern business communications, including style and format of letters, minutes, and reports.
- ◆ Office procedures including telephone communications, office systems, and records retention.
- ◆ Basic accounts payable and payroll functions.
- ◆ Budgeting and financial reporting.

- ◆ Policy, procedures, and services provides by the Fire District.
- ◆ Human resource principles and Department benefits
- ◆ Administrative requirements of Arizona Revised Statutes in regards to Special Districts.
- ◆ Word processing, data base, presentation, accounting, and photo editing, and desk top publishing applications.
- ◆ Establish and maintain effective, positive, and courteous working relationships with elected officials, district personnel, outside vendors, and members of the general public.
- ◆ Understand and perform duties as described in position duties.
- ◆ Address complaints and resolve problems.
- ◆ Establish priorities, work independently, and accomplish objectives.
- ◆ Maintain the confidentiality of sensitive information.

PHYSICAL DEMANDS/WORK ENVIRONMENT

Must possess the mental ability to reason and make judgments

Must possess the ability to understand and follow oral instructions

Must be able to understand and follow written instructions

Possess the ability to guide and/or give instructions

Must possess the ability to make decisions in accordance with established procedures and policies

Must be able to speak and understand English in order to answer telephones and radios. Must be able to able to communicate verbally with county officials, the general public, vendors, supervisors and other employees

Hearing must be adequate to communicate with county officials, the public, vendors, supervisors, and other employees

Ability to read and understand text

Ability to perform simple arithmetic operations quickly and accurately and to perform more complex operations utilizing a calculator, adding machine or other measuring devices

Ability to visualize objects of two or three dimensions, or to think visually of geometric forms

Must have manual dexterity to use telephone, radio, calculator, copy machine, fax machine, manipulate computer keyboard and mouse

Occasionally must lift, push/pull, carry/hold materials or equipment in excess of 20 pounds from ground to waist, at waist level, waist to shoulder, and above shoulder level

Ability to stand for 1+ hour per day

Ability to sit for 7+ hours per day

Ability to walk for 1+ hour per day

Walking occurs over generally flat terrain

Must be able to occasionally stoop, kneel, or crouch

Must be able to frequently reach, handle, manipulate, and feel

Essential job function vision includes peripheral vision, close vision, and focus

Must be able to drive motor vehicles (cars, sport utility vehicles) with automatic transmissions

WORKING CONDITIONS

The work is primarily performed in a professional office setting. While performing the functions of this job, the employee is frequently required to sit at a desk, work on a computer, answer telephones, and to communicate by radio. The employee must be able to stand, talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required of this job include close vision and the ability to adjust focus. The position is subject to exposure to high stress situations or environments, including contact with the public. The noise level in the work environment is generally

quiet. However, the office is contained within a fire station and at times the area is subject to dispatch traffic, alert tones, engine noise, sirens, and air horns. Firefighters also occupy the facility and perform a number of functions in and around the office.

EQUIPMENT USED

Personal computer connected to a network, printers, copier, fax machine, postage machines, multi-line phone with voicemail system, paging system, document binder, laminator, base radio, and other general office equipment.

The physical demands, work environment characteristics, and working conditions 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.