

FARMINGTON CITY
Job Description

Title: Secretary III/Administrative Assistant / Emergency Operations Assistant	Code: FFDASPT
Department: Fire Department	Last Revised: 01/25/2011
Grade: 9	Effective Date: 01/30/2011

GENERAL PURPOSE

Performs a variety of **advanced level administrative and clerical** duties to expedite the administrative, technical or clerical functions of the Fire Department to include specific related administrative support functions during large scale incidents and/or activation of the Emergency Operations Center (EOC).

SUPERVISION RECEIVED

Works under the close to general supervision of the Fire Chief. During large scale incidents involving EOC activation may receive supervision from the designated Emergency Manager and/or other support staff.

SUPERVISION EXERCISED

Immediate to close supervision of Secretary I and II or equivalent when authorized.

ESSENTIAL FUNCTIONS

Promotes and follows the departments' mission statement, values and expectations. Works closely with Administration management team in meeting the goals and operation of the department.

Administrative Assistant - As a fill-in and when occasion requires, takes minutes for Department Fire Officers Meetings, Local and/or Regional Chiefs Meetings, Community preparedness meetings, such as Citizen Corps or CERT related programs. Prepares working and final draft of minutes; updates and maintains critical department manuals as directed; performs records management functions when assigned including organizing critical training and/or medical records of fire department personnel.

Emergency Operations Assistant – In the event of a large scale incident or incident involving activation of the EOC shall report to the designated Incident Commander or designated Emergency Manager for administrative / clerical assignments. Assignments may vary from documentation details, processing requests, processing data, or duties as assigned by the senior emergency management team. Will be required to attend applicable National Incident Management (NIMS) training as directed by the Fire Chief in addition to carrying an emergency phone (provided by the city) at all times.

General: Acts as receptionist within the department; greets and directs visitors to appropriate personnel; receives and answers telephone calls; paging and radio communication equipment; takes and relays messages; provides information to inquiring parties; responds to general questions related to Fire Department operations, scheduling tours, public education opportunities; sorts and distributes department's mail. Provides clerical support at a substantially higher level than Secretary I to assigned leadership. Must be able to interpret and disseminate information regarding fire prevention activities, medical billing questions, and emergency related incidents. May be required to complete the Utah

Emergency Medical Technician (EMT) and Emergency Vehicle Operations (EVO) certifications upon request.

Operates personal computer and various software programs for word processing, records maintenance to include UBEMS statistical data, and critical fire reporting data. Oversees data input to generate a variety of documents, reports, spreadsheets, and formal correspondence; reviews content for accuracy and completeness; makes grammatical and technical changes as to content as needed; performs research and gathers data as needed to compile or complete reports as requested; maintains and documents department planning to include scheduling inspection appointments and other public safety appointments as directed.

May be required to generate letters, reports, memos, minutes or other general correspondence; composes routine letters and informative notices; assists in the preparation of agenda items for department meetings.

Within the department may order various equipment and supplies; may act as shipping and receiving clerk for the fire department and negotiate prices when indicated.

Maintains office department calendar and schedules appointments; follows up on appointment schedules as needed to verify appointment and meeting commitments; schedules and coordinates use of fire stations(s) facilities for meetings as needed.

Performs document filing and maintenance; updates electronic data bases and files, composes routine and non-routine letters and informative notices; operates personal computer and various software applications for word processing, spreadsheets and data base programs, record maintenance and data input.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school with course background in general office practices and procedures; plus two (2) years of specialized training provided through technical college, business college or university studies;

AND/OR

- B. Three (3) years of progressively responsible work experience related to the above duties and responsibilities,

OR

- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of modern office practices and procedures; of grammar, spelling and punctuation; of modern filing systems related to alphabetical and numeric files; personal computer operations and various program applications; telephone etiquette, various office machines, i.e., ten key, copy machine, fax machine, etc. **Working knowledge** associated with the maintenance of fire service related documents; bookkeeping and basic accounting; operation of radio communication equipment.

Ability to exercise initiative, substantial independent judgment and substantial ability to act

resourcefully under varying conditions; edit, correct and grammatically improve written documents; communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with supervisors, fellow employees, elected officials and personnel from other agencies and the public; maintain emotional control in confrontational and stressful situations involving the complaining or demanding public; perform general bookkeeping; establish and maintain comprehensive records and files.

3. Special Qualifications:

Must be able to type 70 wpm.
Basic computer programming and operation skills including word processing skills.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some guided problem solving.

HIRING POLICIES

Farmington City Corporation is an Equal Opportunity Employer. Farmington City will not base its hiring decisions on non-meritorious factors such as race, color, national origin, sex, religion, or age. Farmington City will not refuse to hire a disabled individual who is capable of performing the essential requirements of the position with reasonable accommodations when they do not create an undue hardship.

Any applicant who is chosen as the top candidate for the position will be required to submit to a physical examination to determine if he/she is able to perform job-related functions. Hiring is also conditioned upon submission to and successfully passing of a blood and urine test to screen for the presence of drugs and alcohol.

Note: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.