Job Title: Administrative Secretary to Fire Administrator

Function:
Under the direction of the Fire Administrator, performs secretarial and administrative work of a complex, confidential, and responsible nature for the Fire Departments. Provides administrative, human resource and budgetary assistance to ensure effective operations of Fire Administration. This is a regular part time non-exempt White Collar position in salary group V.

Typical Duties, Responsibilities, Tasks & Assignments:
Types and transcribes letters, meeting minutes, and Council agenda requests. Prepares monthly and year-end reports. Composes and types routine correspondence. Fields incoming calls, resolving issues as appropriate. If required, researches information regarding the caller’s inquiries prior to forwarding calls to appropriate channels. Provides assistance to the public, directing inquiries to the appropriate personnel as necessary. Maintains the calendar and schedules appointments for the Fire Administrator. Arranges meetings and related logistics.

Works in coordination with the Fire Administrator and Fire Chiefs, in the establishment of budgetary needs for the Fire Departments. Maintains monthly expenditures for each department. Assists in the development of Fire Administrator Capital Improvement Plans.

Oversees, tracks, and coordinates all documentation for the quarterly paid “on-call” fire fighter stipends. Verifies compliance with standards for both the Paid on Call and the Robert Wolf annual payments and submits finalized records to payroll quarterly.

Oversees all record keeping and file maintenance for fire personnel (four fire departments), including onboarding and personnel records, training compliance, and attendance at meetings and drills. Tracks all fire physicals, sending reminder notices and ensuring compliance with the bi-annual requirement, removes active status for members who fail to comply.

Serves as the liaison with CIRMA firefighter compensation claims, calling in First Reports of Injury as required.

Serves as the Spotted Dog Program Administrator for Fire. Updates technology and ensures the accuracy of the data within the system.

Performs other duties, as assigned.

Special Skills & Requirements:
Associate’s degree or equivalent with at least three years of related office experience, required. Working knowledge of a variety of computer software programs preferred (i.e. Microsoft, Word and Excel Adobe, Alpine Software, Spotted Dog and Quicken). Must possess strong organizational, communication and interpersonal skills and the ability to work effectively with diverse groups. Must have strong mathematical skills, be attentive to detail and possess the ability to follow through on problem resolution.

Work Environment
The work environment may include some or all of the following: Inside and outside environment. Repetitive activities (performance of the same physically demanding activity). Dirty environment (situations in which workers or their clothing can become dirty). Air contamination (dust, fumes, toxic odors, etc.). May come in contact with hazardous materials.

This job description of the job is for identification and administrative purposes only. It is not intended to be a complete statement of all duties, which may be assigned by the supervisor according to varying needs.