

## **Administrative Assistant**

### **Fire Department**

#### **Summary**

Under the direct supervision of the Fire Chief and Assistant Fire Chief, this position provides administrative and secretarial support for the Fire Department Leaders. In addition to typing, filing and scheduling, this position will be responsible for coordination of meetings and conferences, ordering supplies, processing incoming/outgoing mail, inputting email and coordinating mailings for the Fire Department, and will work on special projects as directed. Also, will answer non-routine correspondence and assemble highly confidential and sensitive information. This position deals with a diverse group of important external callers and visitors as well as internal contacts at all levels of the township. Independent judgment is required to plan, prioritize and organize diversified workload, recommends changes in office practices or procedures.

#### **Essential Functions**

1. Answers incoming calls and visitors for the Fire Department in a professional and pleasant manner and distributes calls, information and request appropriately.
2. Distributes incoming mail to appropriate departments and handles all outgoing mail.
3. Schedules and organizes complex activities such as meetings, travel, conferences and department activities for all members of the department.
4. Establishes, develops, maintains and updates filing system for the Department Leaders. Retrieves information from files when needed.
5. Orders office supplies for Fire Department and maintains office supply inventory.
6. Posting events, notices and any other information to Social Media (Facebook, Twitter).
7. Works independently and within team on special nonrecurring and ongoing projects which may include planning and coordinating presentations, disseminating information, coordinating direct mailings, creating packets and community resources, organizing events,
8. Types and designs general correspondences, memos, charts, tables, graphs, business plans, etc. Proofreads copy for spelling, grammar and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.
9. Ability to process Department payroll bi-weekly

**Upcoming Projects**

Special Events  
Fire Department \_\_\_\_\_

**Required Education and Experience**

Knowledge of relevant software applications including MS Office, specifically Excel, Access, Publisher, Word

Proficient in use of email, internet, social media and website management

Accurate keyboard and numeracy skills

Knowledge of office management systems and procedures and basic accounting procedures

High school diploma or equivalent

Notary

**Competencies**

Technical Capacity

Personal Effectiveness/Credibility

Thoroughness

Collaboration Skills

Communication Proficiency

Flexibility

**Supervisory Responsibility**

This position has no supervisory responsibilities.

**Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines

**Physical Demands**

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

**Position Type and Expected Hours of Work**

This is a part-time position. Hours not to exceed \_\_\_\_\_ hours per week. Schedule as Directed by the Assistant Fire Chief, Monday through Friday.

**Travel**

Occasional travel to attend appropriate conference and training would be encouraged.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Olmsted Township** is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, religion, sex, national origin, disability, age, or military or veteran status in accordance with federal law. In addition, **Olmsted Township** complies with applicable state and local laws governing non-discrimination in employment in every jurisdiction in which it maintains facilities. Olmsted Township also provides reasonable accommodation to qualified individuals with disabilities in accordance with applicable laws

**Signatures**

This job description has been approved by all levels of management:

Trustees \_\_\_\_\_

Fiscal Officer \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position:

Employee \_\_\_\_\_ Date \_\_\_\_\_