

POSITION DESCRIPTION

Class Title: Administrative Assistant --- Fire Department
Grade: Union Position
FLSA: Non-Exempt
Rate: \$26.54 up to \$29.94 based on experience
Posting closes: October 31,2024

Administrative Assistant

(Fire Department)

SUMMARY

The Administrative Assistant to the Fire Chief will serve as the confidential administrative assistant to directly support the Fire Chief and Deputy Fire Chief providing highly responsible and complex executive level support. The position requires a high degree of professionalism and confidentiality when working with both internal and external contacts.

This position works a 37-hour week, Monday through Friday.

SUPERVISION RECEIVED

Works under the direct supervision of the Fire Chief or his/her designee

ESSENTIAL DUTIES & RESPONSIBILITIES

- Serves as confidential Administrative Assistant to the Fire Chief and may serve as the primary administrative and confidential assistant to the Deputy Fire Chief.
- Performs business management operations of the department including payroll processing, collecting personnel records, accounting and budgeting, office management, and other analytical projects.
- Develops and implements departmental clerical and fiscal procedures and policies.
- Conducts studies and prepares reports on departmental operations.
- Assists the administrative team with grant applications and state and federal regulatory requirements and reports.
- Provides office support, answering general inquiries and directing inquiries to the proper parties.
- Assists with scheduling and planning meetings, presentations, and other events.

- Serves on any boards and committees representing the department under the direction of the Fire Chief
- Assists Human Resources by collecting employee records including educational compensation, longevity increases, and first reports of injury and ensuring they reach the proper parties to protect sensitive information.
- Manages the department payroll entries and ensures accuracy.
- Collects and delivers all monies received for the department to finance.
- Enters and processes accounts payable related items including purchase cards, invoices, etc.
- Assists with EMS Patient care reports and ambulance billing.
- Maintains updates to the department content on the website.

Performs other duties and tasks as directed.

COMPETENCIES

1. Excellent Communicator
2. Professional Attitude
3. Organized And Detail-Oriented
4. Confidentiality
5. Time Management
6. Team Player

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of
 - a. Office management principles, methods, and procedures
 - b. Office equipment including computers, copiers, telephones, filing systems.
 - c. Basic accounting and payroll procedures
 - d. Microsoft office products, adobe acrobat, etc.
2. Ability to maintain a high level of confidentiality.
 - a. Worker independently
 - b. Provide excellent customer service.
 - c. Conduct work in a professional manner.
3. Ability to employ independent judgment in making decisions in light of established precedents and general direction by supervision.
4. Ability to interface and establish an effective working relationship with other departments, elected officials, and the general public.

EDUCATION & EXPERIENCE

Must possess high school diploma or GED equivalent. A minimum of five years' experience as an administrative assistant, office manager, or affiliated position required. Associates degree or higher in Business Administration or another related field preferred. Or any combination of education or experience in a related field will be considered.

TOOLS & EQUIPMENT USED

Microsoft Office- Word Processing, Excel, and Outlook
Industry specific data management programs for fire and EMS incidents
Phone, fax, copy machine.
MUNIS reporting

WORKING CONDITIONS/PHYSICAL DEMANDS

Work is performed in an office environment and includes regular contact with staff and the public. The position requires prolonged sitting, standing, walking, twisting, turning, kneeling, bending, squatting, stooping, grasping, and repetitive and fine coordination hand movement. The incumbent must be able to lift, push, pull files, paper, and documentation weighing up to twenty-five pounds.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of 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 does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Town of Old Orchard Beach is an equal employment opportunity employer.

APPLICATION PROCESS

Please contact Fran Beaulieu HR Director with any questions about the position at (207) 934-5714 or fbeaulieu@oobmaine.com A complete application will include a letter of intent, resume, and references. Applications can be completed on our website oobmaine.com.