



Job Title:	Fire Department Administrative Assistant
Department:	Laurel Volunteer Fire Department
Reports To:	Direct Report: Fire Chief Additional Report: Mayor
Position Status:	Full-Time/Exempt
Revised Date:	11 September 2023

CITY OF LAUREL FIRE DEPARTMENT **ADMINISTRATIVE ASSISTANT JOB DESCRIPTION**

Summary of Job Description:

Serve as Administrative Assistant to the Fire Chief and his\her command staff. This position requires the individual to perform the work outlined below in the highest legal, moral and ethical standards of this Department and the City of Laurel. This position serves as administrative clerical support to the Fire Chief; relieves Command Staff of clerical and administrative tasks; and performs any clerical support tasks as outlined by the Job Description or determined by the Fire Chief.

The Administrative Assistant serves as a primary contact for handling Fire Department business or receiving general calls from the public. Within the City's legal requirements and departmental policies and procedures, the employee is expected to exercise a high degree of initiative, independent judgment, and discretion to maintain efficient operations of the Fire Department. The Administrative Assistant is also required to safeguard the confidentiality of information and demonstrate tact and diplomacy in dealing with people. The duties of the position require considerable knowledge of the City's governmental structure, department organizational requirements, policies and services, the structure and operations of other governmental services, the efficient and effective completion of any assigned administrative tasks or task delegated by the Fire Chief or command.

Employment Standards:

TYPICAL TASKS:

1. Prepare business meeting agenda items, letters, memos, reports, minutes or other detailed information from brief instruction, recorded drafts, handwritten or typewritten drafts or digital recorded dictation as directed by the Fire Chief.
2. Responsible to safeguard the confidentiality of information involving personnel or other issues within the Fire Department and other city agencies.

3. Manage incoming requests for assistance from other county, city, and State of Federal agencies.
4. Manage business and public inquiries and provide a Department response within 24 hours.
5. Schedule appointments for Fire Chief, Deputy Chiefs, and Fire Inspectors.
6. Schedule and manage department functions as directed by the Fire Chief.
7. Attend Staff Meetings with the Chief and other meetings as directed.
8. Maintain files/record and manage payables for all local, state, or federal grant programs.
9. Compile all correspondence for Fire Department to include but not limited to agenda items, letters, memos, and reports as instructed. May include confidential personnel documents.
10. Monitor local, state, and federal actions and keep current on pending issues that may impact the Fire Department.
11. Manage and maintain proficiency with fire department software, City of Laurel financial software, and all reporting agencies websites. Proficient at executing research using data searches. Proficient at collecting information from various sources.
12. Act as a liaison to communicate information between the Department Head, staff and representatives from other departments, agencies, and the public.
13. Manages fire inspection documentation within the Software program under the direction of the designated Fire Marshal.
14. Maintain all software with software representatives. Report all problems and maintain complete records of representative contacts.
15. Submit reports regarding fire related incidents.
16. Process all inspection reports according to Department procedure, including but not limited to reviewing location information and current contact information.
17. Receive, open, sort, time/date stamp and route incoming interoffice and US Mail appropriately.
18. Set up and maintain a variety of files.
19. File, index and retrieve correspondence and records, determining proper file designation to be used and see that proper distribution and disposition of notices, memoranda, directives, and related material is made.
20. Develop new forms for use by officers and support staff to help streamline office/department practices, and store commonly used forms in a drive that is accessible to other LVFD personnel.
21. Coordinate Department's annual reporting and budget information, which includes the gathering of information, fires and other related statistics, photographs and writes and/or edits reports, and compile and submit financial information for City budget purposes.
22. Compile, stamp, review, initial and date all department invoices, obtain appropriate supervisor's signature and process for payment.
23. Prepare, monitor and process a variety of transactions including purchasing requisitions, budget requests and transfers, billings, petty cash, expenditure claims

- and other financial matters. Prepares and monitors Department contracts, with the assistance of the Clerk-Treasurer's Office and the City Attorney.
24. Reconcile schedule for Fire Department personnel to include review of reported time; transfer that information to Payroll Department for processing. Generate individual payroll records for review by the Fire Chief.
 25. Maintain daily operation of standard office equipment including maintenance and scheduling needed repairs.
 26. Generate and file reports to all reporting agencies to maintain compliance.
 27. Prepare travel requests and expense reports for Fire Department staff.
 28. Provide support services in the event of an emergency incident which could include callbacks of personnel, communications with Chief/Deputy Chiefs, relaying of information to other personnel and agencies, etc.
 29. File training and other information into Department personnel files.
 30. Develop and recommend office procedures and practices and implement as approved.
 31. Track and record professional standard records of the Department.
 32. Assist Command Staff in preparing for Awards, Swearing-in, and other public/internal ceremonies.
 33. Operate computers to input, access, and print a variety of data and reports.
 34. Make travel arrangements, schedule appointments, and maintain the Department Head's calendar; arranges conferences and meetings.
 35. Screen Department Head telephone calls, gather information, and resolve concerns or direct the caller to the appropriate source.
 36. Assist Command Staff to acclimate new Officers into Department, gathering information, helping Officers acquire other essential equipment, policies, etc.
 37. Perform other related duties as required.

KNOWLEDGE OF:

- Office procedures, including preparing correspondence and reports and record keeping systems;
- Business English, vocabulary, spelling, grammar and punctuation;
- Formats for business correspondence and reports;
- Overall structure and function of City governmental operations;
- The administrative process and operation of a Fire Department;
- Bookkeeping and accounting principles and procedures;
- The application of automated data processing to business office operations;
- Principles of administration and management; and
- Procedures used in budget preparation and control.

ABILITY TO:

- Communicate effectively and maintain a positive demeanor to provide constituents with excellent customer service;

- Perform varied complex and difficult clerical work involving independent judgment and requiring accuracy and speed;
- Prioritize and schedule work;
- Use sound judgment in making decisions;
- Accurately type and/or utilize computer to produce finished copy which includes technical terminology from rough copy or machine dictation;
- Adjust to work load changes and meet deadlines under pressure;
- Compose and edit correspondence;
- Maintain confidential files and privileged information;
- Set up and maintain complex records and files;
- Develop a thorough knowledge of the roles, organization, policies and procedures of the Fire Department;
- Understand, apply and explain laws, ordinances, policies and procedures;
- Evaluate and resolve potentially sensitive issues through discussion and persuasion in order to gain concurrence and cooperation;
- Establish and maintain an effective working relationship with others;
- Communicate clearly and logically orally and in writing;
- Work independently;
- Operate a computer to input, access and print data and reports; and
- Operate standard office equipment.

Requirements:

Four years of increasingly responsible clerical experience which would provide the knowledge base and abilities listed above.

Additional experience in effectively managing people, conflict resolution, and communicating with the public would be considered.

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Must possess a valid driver's license or be able to provide suitable transportation as necessary as approved by the Fire Chief.

Additional Information:

This position is a full-time exempt position. Compensation will be DOE. Working hours will typically be Monday-Friday, 8 a.m. to 5 p.m., with varying hours due to Departmental demands. Compensation will be dependent upon experience. Benefits will be consistent with those provided all full-time City non-bargaining employees. Working hours may be adjusted at the discretion of the Fire Chief, with attention paid to necessary meetings, engagement with the public, involvement with the City/County, and attendance at various Meetings.

This position is subject to a one-year probationary period of employment.

How to Apply:

Interested applicants should submit an Application, Resume, and Letter of Interest directly to the City Mayor, outlining qualifications, experience, and intent regarding the position. Materials can be sent as follows: 1) to the Mayor via mail at PO BOX 10 Laurel, MT 59044; 2) by email to citymayor@laurel.mt.gov; or 3) hand-delivered to the Mayor's Office in City Hall at 115 West 1st Street, Laurel, MT.

Applications can be found on the City of Laurel's website or picked up at the Clerk-Treasurer's Office at Laurel City Hall. Materials should be sent to the Mayor on or before October 15, 2023.