



**FORT MYERS BEACH FIRE DEPARTMENT
JOB DESCRIPTION**

Position Title:	Administrative Assistant	Reports To:	Director of Finance and Administrative Services
Position Status:	Full-Time Paid "At Will"	Effective Date:	January 23, 2018
FLSA Classification:	Non-Exempt	Approved:	

This position description is established by the Fort Myers Beach Fire Department ("District") to outline the basic requirements, duties, and general responsibilities of the Administrative Assistant position. This position is "at-will," which means the Fire District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal, State, and Local law. Similarly, the employee may terminate the employment relationship for no reason at any time.

SUMMARY OF POSITION:

Under the supervision of the Director of Finance and Administrative Services, the Administrative Assistant works a schedule determined by the Director of Finance and Administrative Services, which consists of approximately forty (40) hours a week, unless otherwise dictated. The Administrative Assistant works as a team member in the coordination and execution of department administrative responsibilities. The position requires significant self-starting ability, organization, computer skills, and a family and team attitude toward the execution of public safety at all levels.

REPORTING RELATIONSHIP:

The Administrative Assistant works under the direct supervision and guidance of the Director of Finance and Administrative Services. The Administrative Assistant does not fill a supervisory role.

SPECIFIC POSITION DUTIES AND RESPONSIBILITIES:

1. Performs a variety of clerical, secretarial, and administrative work.
2. Performs a wide variety of tasks and provides support to various Branches, Divisions, and Programs such as Emergency Medical Services, Training, Life Safety, Administrative Services, and Operations (i.e. tracking and updating Target Solutions, File of Life packets, special events, property registrations, inspection/event payments, etc.).
3. Performs routine filing and other organizational filing activities.
4. Assist in event planning with other members of the organization, contacting vendors and outside resources.
5. Responsible for accounts payable processes such as, but not limited to: tracking packing slips and matching to invoices, entering and coding invoices, distributing invoices for signatures, processing checks, and contacting vendors.
6. Oversee maintenance of office machines (copier/printer, postage machine) as required.
7. Assists in the coordination of Purchase Requests, Purchase Orders, and purchasing packets
8. Assists in the coordination of payroll processes when assigned.
9. Produce briefs of meetings and conferences when assigned.
10. Clean and confirm professional presentation of department facilities when assigned.
11. Assist administrative staff with special projects as assigned.



**FORT MYERS BEACH FIRE DEPARTMENT
JOB DESCRIPTION**

Position Title:	Administrative Assistant	Reports To:	Director of Finance and Administrative Services
Position Status:	Full-Time Paid "At Will"	Effective Date:	January 23, 2018
FLSA Classification:	Non-Exempt	Approved:	

12. Non-routine after hour response in times of significant emergency incidents to assist with projects when assigned.
13. Performs routine clerical and administrative work, including receiving and processing prevention department documents, providing customer assistance, cashiering, data processing, and record keeping.
14. Prints fax cover sheets, memos, correspondence, reports and other documents as necessary.
15. Performs other clerical duties such as photocopying, scanning, and collating as needed.
16. Answers and operates central telephone system and routes callers or provides information as required.
17. Receives the public and answers questions; responds to inquiries from employees, citizens, and others and refers, when necessary, to appropriate party.
18. Assists in the procurement of department materials and supplies.
19. Operates office machines as required.
20. Receive, stamp, and distribute incoming mail and prepare outgoing mail.
21. Composes, types, and edits correspondence, reports, minutes, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
22. Inputs data to standard office and department forms; makes simple postings to various reports such as annual reports, hydrant inspections, and fire inspections; compiles tabulated data.
23. Provides assistance to walk-in first aid patients when needed.
24. Perform light cleaning tasks to ensure common area in the administrative office is kept clean, safe, stocked, locked and in good working order.
25. Consistently and correctly follows the District's rules, policies and procedures.
26. Ensures complete, accurate and timely preparation and maintenance of District records and reports.
27. Consistently promotes a professional image of the District at all times.
28. Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; working knowledge of office software products to include, but not limited to, Microsoft Office, Word, Excel, and Outlook.
2. Some knowledge of accounting principles and practices
3. Skill in operation of common office tools and equipment.
4. Ability to perform cashier duties accurately; ability to effectively meet and interact with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.
5. Possess and demonstrate a comprehensive knowledge of the District's rules, policies, and procedures.
6. Continually support a motivational atmosphere for all department members.
7. Demonstrate a courteous and professional manner to the public, paying particular attention to personal hygiene and cleanliness. Maintain composure and a professional attitude under stressful conditions.
8. Demonstrate mature, professional, and appropriate conduct at all times and in all places, employing ethics, integrity, honesty, and a cooperative teamwork atmosphere.



**FORT MYERS BEACH FIRE DEPARTMENT
JOB DESCRIPTION**

Position Title:	Administrative Assistant	Reports To:	Director of Finance and Administrative Services
Position Status:	Full-Time Paid "At Will"	Effective Date:	January 23, 2018
FLSA Classification:	Non-Exempt	Approved:	

9. Demonstrate ability to create a work environment in which employees can be open and at ease with each other. Ability to promote and maintain a positive, effective team environment. Ability to establish and maintain harmonious relationships and mutual respect among team members.
10. Demonstrate ability to recognize and accept constructive criticism. Utilize training, direction, delegation and accountability to improve team skills. Encourage individual initiative.
11. Demonstrate ability and initiative for continual self-development; work with team members in preparing and implementing realistic self-development plans; support appropriate job changes and promotions.
12. Demonstrate consistent ability to work as needed to achieve results and/or meet targets within established time frames.
13. Demonstrate sound judgment and the ability to receive feedback and suggestions, initiating regular discussions with team members.
14. Demonstrate effective listening and speaking skills. Produce clearly organized and easily comprehended written communications. Maintain an open line of communication with superiors and team members.
15. Proficient in setting goals, receiving delegated tasks effectively without close supervision, and contributing with new ideas.
16. Schedule work for the most efficient and effective performance of activities, and elimination of unnecessary activities. Handle multiple responsibilities simultaneously, prioritize responsibilities appropriately, and perform responsibilities in a thorough and timely manner.
17. Demonstrate ability to meet performance or quality control standards. Ability to deliver results, set control parameters in terms of time, dollars, and budgets.
18. Ability to adapt to necessary changes in operations; willing to try new ideas.

QUALIFICATIONS:

Experience:

1. Four (4) years of increasingly responsible related experience, or any equivalent combination of related education and experience.
2. Must be 21 years of age.

Education:

1. Must possess a High School diploma or G.E.D., and preferred to have attended specialized course work in general office practices such as typing, filing and bookkeeping.

Certificate or Licenses:

Must satisfy, maintain, and keep current all District, State, and Federal Certifications and/or Licensure requirements for the following:

1. Must possess, or be eligible to obtain within 30 days of appointment to the position, and maintain a valid Florida driver's license.



**FORT MYERS BEACH FIRE DEPARTMENT
JOB DESCRIPTION**

Position Title:	Administrative Assistant	Reports To:	Director of Finance and Administrative Services
Position Status:	Full-Time Paid "At Will"	Effective Date:	January 23, 2018
FLSA Classification:	Non-Exempt	Approved:	

A combination of education, training, and experience, which provides the required skills, knowledge, and abilities, may be considered in qualifying a candidate.

PHYSICAL, MENTAL, ENVIRONMENTAL AND OTHER REQUIREMENTS:

Physical Requirements:

1. Auditory – Ability to understand and follow oral instructions in the English language.
2. Verbal – Ability to participate in routine conversation in person or via telephone in the English language.
3. Visual – Must be able to distinguish circumstances/situations, written materials and other details concerning District facilities.

Environmental and Other Requirements:

1. This position may require work in a variety of locations and conditions, including office areas.
2. A large portion of this position will involve sedentary, administrative work in an office environment.
3. This position requires the ability to read, write, speak, and understand the English language at a level adequate to perform the job.

RELATIONSHIPS:

1. Co-workers and Firefighters- Daily interactions to facilitate the coordination of daily operations, exchange of information to complete administrative and operational tasks related to fire stations and district buildings, and manage program needs.
2. Fire Department Officers- Multiple daily interactions by telephone, written computer communication (E-mail) and personal contact- coordination of daily operations, and exchange of information.
3. Chief Officers- Multiple daily interactions by telephone, personal contact, written computer communication (E-mail), for the exchange of information, etc.
4. Other contacts as assigned, required, or needed.

SUMMARY:

This Job Description illustrates examples of duties, jobs, skills, and knowledge an employee should have to be successful in this position. Employees in this job classification can and should expect to perform job-related responsibilities and tasks not enumerated in this job description.

Incumbents are advised the essential functions and requirements contained herein are subject to change at the discretion of the Fire Chief to meet the needs of the District.



**FORT MYERS BEACH FIRE DEPARTMENT
JOB DESCRIPTION**

Position Title:	Administrative Assistant	Reports To:	Director of Finance and Administrative Services
Position Status:	Full-Time Paid "At Will"	Effective Date:	January 23, 2018
FLSA Classification:	Non-Exempt	Approved:	

This job description should not be interpreted as all-inclusive or as an employment agreement between employer and employee.

Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform functions or requirements due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

ACKNOWLEDGEMENT:

I acknowledge receipt of this position description and agree to perform within the parameters established.

Signature

Date

(Print Full Name)

Fire Chief

Date