

FORT MYERS BEACH

FIRE DEPARTMENT

The Fort Myers Beach Fire Department
is seeking an accomplished professional
to serve as

ADMINISTRATIVE ASSISTANT



Final Date for Submittal: February 16, 2018 at 4:00 pm
Fort Myers Beach Fire Department
100 Voorhis Street, Fort Myers Beach, Florida 33931

Shaping Our Community Through Excellence



FORT MYERS BEACH FIRE DEPARTMENT

ADMINISTRATIVE ASSISTANT POSITION ANNOUNCEMENT

Welcome to the Fort Myers Beach Fire Department

The Fort Myers Beach Fire Department is located in Southwest Lee County, Florida, covering the islands of Estero and San Carlos, as well as nearby areas. Our team provides services to a population of approximately 9,000 full time residents, over 40,000 peak season residents, and over 1.8 million visitors each year. In addition to a significant population increase in peak season, Estero Island is a well-known and highly frequented Spring Break destination for visitors around the world. The Fort Myers Beach Fire Department covers a 10 square mile area out of 3 fire stations strategically placed within the District, as well as responds to many areas of Southwest Florida through an automatic aid and closest unit response system.

The District began as a volunteer fire department in 1949 by the Beach Improvement Association, Inc. The District incorporated as the Fort Myers Beach Fire Control District in 1950 with an estimated population of only 2,500 residents. Since, the Fort Myers Beach Fire Department has become a full-service career and emergency response organization protecting the residents and visitors of this highly sought after and growing location.



The Fort Myers Beach Fire Department provides a variety of services to include a multitude of fire suppression activities, Emergency Medical Advanced Life Support (ALS) on all apparatus, ambulance transport, technical rescue, hazardous materials incident response, and a variety of other emergency and non-emergency services.

The District's total annual operating budget is approximately \$12,200,000, and total expenditures and designated funds are approximately \$17,700,000, which is primarily funded through property tax collection, fees for services, and impact fees.



FORT MYERS BEACH FIRE DEPARTMENT

ADMINISTRATIVE ASSISTANT POSITION ANNOUNCEMENT

Organizational Structure

The Fort Myers Beach Fire Department is a Special District of Florida, which operates by the governance and leadership of a five-member Board of Fire Commissioners. The Board of Fire Commissioners are residents of Fort Myers Beach and are elected by the Fort Myers Beach Community to serve the District for a four-year term. The Board works with the Fire Chief and Administrative staff in establishing vision for the organization, strategic and long range planning objectives, as well as overseeing financial activities.



Firefighters & Paramedics	28
Driver Engineers	9
Company Officers (<i>Lieutenants & Captains</i>)	9
Fire Prevention Specialist	2
Administrative & Support Staff	5
Battalion Chiefs	3
Division Chiefs	1
Assistant Chiefs	1
Executive Assistant Fire Chiefs	2
Fire Chief	1
Total Personnel	61

The Fort Myers Beach Fire Department uses a variety of positions to achieve the mission of serving our residents and visitors alike in any time of need. Our staffing structure includes a variety of operational, command staff, and administrative positions that operate on a full-time basis.



Branches, Divisions & Programs

The Fort Myers Beach Fire Department is organized into major branches, divisions and programs to achieve the maximum benefit in all aspects of resident and visitor needs. Fort Myers Beach Assistant Chiefs, Directors, and Division Chiefs oversee specific organizational branches, divisions, and programs while working together in achieving the organization's operational and administrative goals.

Operations Branch

The Fort Myers Beach Fire Department Operations Branch manages all operational aspects of the organization, to include emergency response, training, emergency medical services, apparatus, and equipment. The Operations Branch is overseen by an Executive Assistant Fire Chief, who works closely with the Assistant Chief of Training, Education and Safety, Division Chief of Emergency Medical Services, Battalion Chiefs, Captains, Lieutenants, Driver Engineers, Paramedics, and Firefighters to execute the operational mission of the organization.



Training Division

The Fort Myers Beach Fire Department Training Division coordinates and manages all initial, on-going, and advanced level training. This includes development programs for the Firefighter, Driver Engineer, and Fire Officer. This division also manages all State and nationally required certifications. The Training Division coordinates promotional processes, hiring processes, and major incident reviews for the organization and other involved emergency service agencies.

Emergency Medical Services (EMS) Division

The Fort Myers Beach Fire Department EMS Division's responsibilities include the management and planning of all levels of EMS delivery to include Advanced Life Support (ALS) transport ambulances, as well as fully staffed ALS fire apparatus to ensure ALS care is provided by the closest unit responding. The EMS Division also oversees EMS education, training, equipment, supplies, and administration of all medical services.



FORT MYERS BEACH FIRE DEPARTMENT

ADMINISTRATIVE ASSISTANT POSITION ANNOUNCEMENT

Life Safety and Support Services Branch

The Fort Myers Beach Fire Department Life Safety & Support Services Branch is overseen by an Executive Assistant Fire Chief, and provides all prevention, community education, risk reduction, and code enforcement to our community. This includes fire and life safety inspectors, as well as oversight of the plans review process for structures.

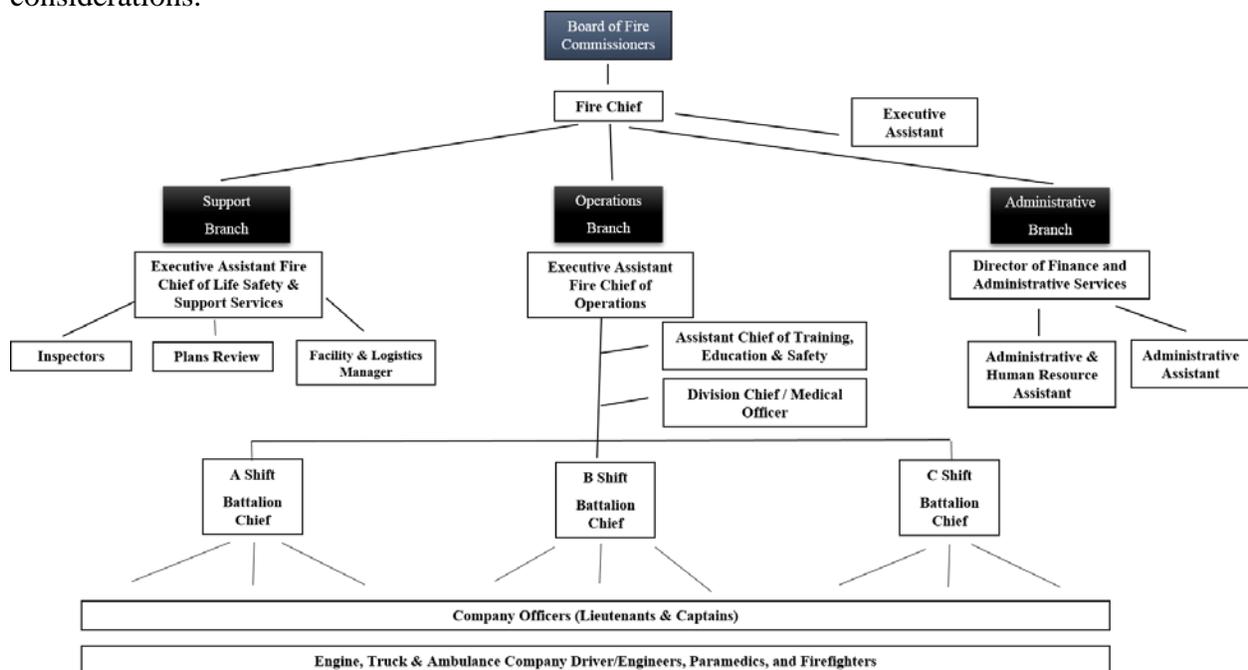
This Branch also provides a variety of community outreach functions to educate our community, keep children safe in our schools, and much more. Our Life Safety & Support Services Branch houses the Office of the Fire Marshal, which in addition to code enforcement and inspection programs, provides fire investigation services and public information.

Finally, this Branch oversees the many logistical components of our organization. This includes facilities and grounds, information and technology, as well as supplies and materials.

Administration

The Administrative Branch is overseen by the Director of Finance and Administrative Services and provides support to all Fort Myers Beach Fire Department divisions and programs through document and policy management, benefit administration, purchasing processes, and budgeting. The administration also provides the organization's Human Resources department, risk management coordination, and Strategic Planning Section.

The Fire Chief works with the Board of Fire Commissioners, administrative staff, legal counsel, accountants, and fire department officers to oversee Department functions. The Office of the Fire Chief also manages public records and the logistical components of the Board of Fire Commissioners. The Fire Chief serves as the direct liaison to the Board of Fire Commissioners by managing documentation, resolutions, meeting preparation, and other administrative considerations.





FORT MYERS BEACH FIRE DEPARTMENT

ADMINISTRATIVE ASSISTANT POSITION ANNOUNCEMENT



FORT MYERS BEACH FIRE DEPARTMENT

OFFICE OF THE FIRE CHIEF

100 VOORHIS STREET · FORT MYERS BEACH, FLORIDA 33931
MAILING ADDRESS: POST OFFICE BOX 2880 · FORT MYERS BEACH, FLORIDA 33932

Hello and thank you for your interest in the Fort Myers Beach Fire Department Administrative Assistant position. We hope that the information found in this package will be a valuable resource for you to learn about our organization and determine whether this is a position you believe is the right fit for you.

As we search for a new Administrative Assistant, we are committed to finding an individual that is the right fit personally and professionally for the superior men and women of this team. We are a proud family who functions with a true and genuine focus on customer service.

In addition, we are looking forward to finding an individual that can assist with inquiries from the public and support the administrative team with the sincere values and integrity our family and community deserve and have come to expect. The ideal candidate for this position will focus on relationship building, while staying attentive to the needs of all team members. This individual also possesses a sense of humor, never taking him/herself too seriously, desiring to build a family atmosphere by engaging with and enjoying relationships with our team members.

The Fort Myers Beach Fire Department is proudly focused on high quality service to our community. This concept is embraced by our members and leadership, as we continue to find new ways to live this in our daily actions. We seek an Administrative Assistant who shares this focus, is committed to living it out, and surfaces new ways to contribute their skills to aid our organization and the public.

Though we highly value the qualification requirements of this position, as they create a baseline standard of professional competency, we also hold in high regard an individual of compassion and sincere dedication.

Best wishes in the process!

Matthew R. Love
Fire Chief
Fort Myers Beach Fire Department

SHAPING OUR COMMUNITY THROUGH EXCELLENCE
PHONE (239) 590-4200 • FAX (239) 463-6761





FORT MYERS BEACH FIRE DEPARTMENT

ADMINISTRATIVE ASSISTANT POSITION ANNOUNCEMENT

The Position of Administrative Assistant

The Fort Myers Beach Fire Department is seeking qualified applicants for the position of Administrative Assistant. The Administrative Assistant 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.).

The Administrative Assistant serves as receptionist to receive the public and answers questions; answers and operates the central telephone system and routes callers or provides information as required; responds to inquiries from employees, citizens, and others and refers, when necessary, to appropriate party.

The Administrative Assistant serves as cashier, including receiving payments and preparing receipts; receives, stamps and distributes incoming mail and prepares outgoing mail; assists in procurement of department materials and supplies.

The Administrative Assistant is 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. The Administrative Assistant aids in the coordination of purchase requests, purchase orders, and purchasing packets.

The Administrative Assistant composes, types, and edits correspondence, reports, minutes, memoranda, and other material requiring judgment as to content, accuracy, and completeness; 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.

The Administrative Assistant performs light cleaning tasks to ensure common area in the administrative office is kept clean, safe, stocked, locked and in good working order.

The Administrative Assistant performs routine filing and other organizational filing activities, other clerical duties such as photocopying, scanning, and collating, and operates office machines as required.

The Administrative Assistant possesses skills and experience in clerical, secretarial, and administrative tasks, some knowledge of accounting principles and budgeting software, and working knowledge of Microsoft Office programs.

The Administrative Assistant represents the District in a professional manner, using organizational skills and self-starting ability in the execution of department administrative responsibilities. This individual works under the direct supervision of the Director of Finance and Administrative Services and in coordination with other team members.



***See the Administrative Assistant
Position Description
for further requirements.***



Administrative Assistant Position Requirements

Experience:

Four (4) years of increasingly responsible clerical, secretarial, and administrative-related experience. Preferred candidates are those with experience working for a public institution, special district, or similar organization.

Must be 21 years of age.

Education:

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

Knowledge, Skills and Abilities:

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.

Some knowledge of accounting principles and practices.

Skill in operation of common office tools and equipment.

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.

Possess and demonstrate a comprehensive knowledge of the District's rules, policies, and procedures.

Demonstrate ability to recognize and accept constructive criticism. Utilize training, direction, delegation and accountability to improve team skills. Encourage individual initiative.

Demonstrate consistent ability to work as needed to achieve results and/or meet targets within established time frames.

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



FORT MYERS BEACH FIRE DEPARTMENT

ADMINISTRATIVE ASSISTANT POSITION ANNOUNCEMENT

Compensation and Benefits

- **The annual estimated Administrative Assistant Package is valued at \$63,745 to \$76,860.**
(The Above Includes: Base Salary, Family Health, Dental & Vision, Florida Retirement Service District Contribution, Short and Long Term Disability)
- **Base Pay:** The base Administrative Assistant Salary is \$37,000 to \$48,250.
- **Employee and Family Healthcare:** The District is proud to provide 100% Employee Healthcare and Full Family Health, Dental and Vision coverage at an employee co-share of 10% valued at an average of \$20,270 annually before co-pay. The District also provides a pre-tax plan for the cost of medical related expenses through a Flexible Spending Account (FSA) under the Internal Revenue Service Section 125 Plan.
- **Retirement:** An excellent retirement plan is provided by the District through the Florida Retirement Services (FRS). The employee contributes 3% of wages, and the District contributes 7.92% of gross salary, equaling a total contribution of 10.92%. Additional retirement plans are available in the form of a 457 Deferred Compensation Plan as a deduction from employee pay.
- **Personal Paid Leave (PPL):** PPL, Holiday, and other benefits can be found in the Non-Management Benefits Package.
- **Education, Development and Training:** Education, Development, and Training is highly encouraged by the District and funded for the employee through a rewarding Education Plan.

Further benefit and salary information, as well as a position description, is available upon request.

This document does not facilitate an agreement, promise, or guarantee regarding its contents.



FORT MYERS BEACH FIRE DEPARTMENT

ADMINISTRATIVE ASSISTANT POSITION ANNOUNCEMENT

The Application Process

Applications are available online at www.fmbfire.org, and at The Fort Myers Beach Fire Department Administration offices located at 100 Voorhis Street, Fort Myers Beach, Florida 33931.

Applications must be filled out completely, to include any identified supplemental information. Incomplete applications will not be accepted. The position may remain open until filled, however the first round of applications must be received by **4:00 pm Eastern Standard Time, on February 16, 2018**. Submittal of applications can be via e-mail, US Postal Service (or equivalent), and in person. To submit your application online, please send your completed application with all required certifications and supplemental documentation to Apply@fmbfire.org.

The organization will screen applications as they are received and will notify the candidate of receipt.

All application information will remain confidential and references will not be contacted until finalists are chosen, except where law prohibits.

The organization reserves the right to change the date of deadline.

Process Specifics

Candidates who successfully meet all requirements will be contacted and invited to attend an interview and assessment process.

Further date notifications and scheduling will be made after application.

All dates are subject to change.

The Fort Myers Beach Fire Department is a Drug-Free Workplace and an Equal Opportunity Employer, as well as an At-Will Employer. Preference in appointment will be given to veterans and their spouses per Florida Statute 295.

Applicants for the Fort Myers Beach Fire Department must not have been a user of tobacco products for at least one (1) year immediately preceding an application for employment; and, if hired, must maintain non-use of tobacco products for the duration of employment with the Fort Myers Beach Fire Department.

Under Florida Statute 119.01, all application materials are public record and subject to public scrutiny.

Persons needing assistance or accommodation in accessing the application process should contact Human Resources at 239-590-4200.