



**FORT MYERS BEACH FIRE DEPARTMENT
JOB DESCRIPTION**

Position Title:	Executive Assistant	Reports To:	Fire Chief
Position Status:	Full-Time Paid "At Will"	Effective Date:	March 11, 2021
FLSA Classification:	Non-Exempt	Approved:	

This position description is established by the Fort Myers Beach Fire Control District ("District") to outline the basic requirements, duties, and general responsibilities of the Executive 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 Fire Chief, the Executive Assistant performs a variety of highly responsible and complex administrative, budgetary, research, and record-keeping duties in support of the Office of the Fire Chief; coordinates, and participates in administrative functions in support of the immediate, and long-term goals and objectives of the area of assignment.

The Executive Assistant works a schedule determined by the Fire Chief, with a minimum of forty (40) hours each week, which may fluctuate as needs exist. The position requires the employee to be disciplined and precise, organized, analytical, and skilled at computer use. He or she must possess a team attitude toward the execution of tasks that support all levels of the organization, as well as loyal and confidential actions supporting and representing the Office of the Fire Chief.

REPORTING RELATIONSHIP:

The Executive Assistant works under the direct supervision and guidance of the Fire Chief. The position may perform in a supervisory role of administrative staff as an Office Manager or Acting Office Manager if directed.

SPECIFIC POSITION DUTIES AND RESPONSIBILITIES:

1. Performs a full range of complex data and forecasting duties.
2. Researches, reviews, and summarizes a variety of statistical, and administrative information; coordinates and participates in the preparation of various reports, memoranda, and correspondence of a legal, technical, or confidential nature, requiring judgment as to content, accuracy, and completeness.
3. Participates in the full range of complex clerical functions involved in maintaining accounts; reviews work to ensure compliance with established policies, procedures, and dates; performs the full range of clerical tasks including coding, posting, verification, and reconciliation of data.
4. Enters alpha/numeric data from a wide variety of source documents into computer files; detects and corrects erroneous or missing information data; retrieves information from computer data files; prepares recurring and special reports from received data; maintains source document files.
5. Assists in testing of upgrades within organizational systems; updates customer, vendor, and employee tables, as needed; performs requirements testing related to changes in reporting requirements, changes in information, and other needs of the organization.



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6. Maintains a variety of hard copy and computer files, records, and correspondence; assures all files and records are organized, accurate, and complete.
7. Responsible for meeting minutes of various groups (ex: Board of Fire Commissioners, negotiations, advisory groups, etc.)
8. Maintains and manages a schedule of meetings and activities necessary to efficiently carry out the Office of the Fire Chief responsibilities.
9. Assists other divisions in scheduling conferences as well as meeting accommodations, and travel accommodations.
10. Participates in developing divisional goals, objectives, and procedures; identifies opportunities for improvement of service delivery.
11. Performs various activities related to:
 - a. Customer Service Internal: assess and continually monitors, enhances, and improves internal awards and incentive programs, recognition programs and events, ceremonies, and member appreciation activities.
 - b. Public Information General: work with the District's Public Information Officer to coordinate media outlet information and press releases, and manage media systems such as social media and website information.
 - c. Data Tracking: assess and generate reports related to department activity and member performance measures.
 - d. Board of Fire Commissioners Clerk: posting meetings in accordance with State Statute, and assist the Fire Chief in preparing and managing Board of Fire Commissioner documents, files, and meeting materials, as well as meeting minute completion and processing.
 - e. Reporting: provides real time reports detailing historical data and trends; provides future projections; generates options for management consideration.
12. Serves as the Records Custodian for the District
13. Works as a liaison with the District website vendor to ensure compliance of documents.
14. Updates and makes changes to the website.
15. Assists in the Accounts Payable process as needed.
16. Ensures that staff submit necessary documents and forms according to established time lines; monitors transactions; ensures compliance with restrictions; maintains related records; resolves discrepancies.
17. Serves as liaison for assigned areas with other departments, divisions, and programs; answers questions and assists in negotiating and resolving sensitive and controversial issues.
18. Reconciles internal tracking tools.
19. Provides long-term projections.
20. Coordinates and participates in the annual budget process.



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21. Manage and forecast assigned components of the District's Comprehensive, Master, Strategic, and other Plans.
22. Performs in the role as Liaison to designated institution(s).
23. Assists the Fire Chief with special projects, as assigned.
24. Produces department-wide informational publications on a regular basis under the direction of the Fire Chief.
25. In the absence of other administrative staff, may be directed to perform a variety of clerical, secretarial and administrative work, as well as office management responsibilities.
26. Cleans and confirms the professional presentation of department facilities, when assigned.
27. Non-routinely responds after hours to events and incidents to assist within capabilities, when assigned.
28. Consistently promotes a professional image of the District at all times.
29. Consistently and correctly interprets and abides by the District's rules, policies, and procedures.
30. Operates office machines, as required.
31. Perform such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

1. Administrative and secretarial support methods and techniques.
2. Telephone and office etiquette.
3. Business letter writing and report preparation techniques.
4. Proper English usage, spelling, punctuation, and grammar.
5. Principles of filing and record keeping.
6. Modern office procedures, methods, and equipment including computers.
7. Modern office software including word processing, and spreadsheet applications; Microsoft Office Suite experience preferred.
8. Operations, services, and activities of department, divisions and programs.

Ability to:

1. Establish and maintain effective working relationships with those contacted in the course of work including District staff and the general public.
2. Demonstrate effective listening and speaking skills. Produce clearly organized, and easily comprehended written communications. Maintain an open line of communication with superiors and co-workers.
3. Communicate clearly and concisely, both orally and in writing.
4. Prepare business letters and memoranda.



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5. Type and enter data at a speed necessary for successful and timely job completion.
6. Perform a variety of typing, data entry, and data processing functions; ensure accuracy and completeness.
7. Operate office equipment including computers and supporting software applications.
8. Maintain a variety of files and records.
9. Maintain and reconcile financial ledgers and accounts.
10. Independently organize, schedule, and execute assigned duties, assignments, and responsibilities.
11. 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.
12. Assist with budget preparation and administration.
13. Demonstrate mature, professional, and appropriate conduct at all times and in all places, employing ethics, integrity, honesty, and a cooperative teamwork atmosphere.
14. Set goals, receive delegated tasks, and effectively perform all duties without requiring close supervision.
15. Adapt to necessary changes in operations; be willing to recommend and try new ideas.
16. Interpret, explain, and apply District rules, policies, and procedures.
17. Maintain physical condition appropriate to the performance of assigned duties and responsibilities, adhering to all FMBFCD appearance and uniform procedures.

QUALIFICATIONS:

Experience:

1. Five (5) or more years of progressive experience working in an administrative or management support position; emergency service and supervisory experience desirable.

Education:

1. Possess an Associate Degree from an accredited college or university, with a Bachelor Degree preferred.

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 thirty (30) days of appointment to the position, and maintain a valid Florida driver's license.

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



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PHYSICAL, MENTAL, ENVIRONMENTAL AND OTHER REQUIREMENTS:

Physical Requirements:

1. Strength and Mobility – Mobility to move to and from various points within the District facilities. Able to sit for long periods of time, performing office duties. Must possess the ability to lift items in excess of fifty (50) pounds occasionally and up to ten (10) pounds frequently.
2. Auditory – Ability to understand and follow oral instructions in the English language.
3. Verbal – Ability to participate in routine conversations, in person or via telephone, in the English language.
4. Visual – Must be able to distinguish circumstances/situations, written materials, and other details pertaining to assigned job duties from distances both near and far.

Environmental and Other Requirements:

1. This position largely involves sedentary, administrative work in an office environment.
2. This position requires standing, walking, sitting, kneeling, stooping/bending, light lifting, reaching over head, reaching away from body, and repetitive motion.
3. This position demands frequent use of sensory activities such as talking, seeing, hearing, depth perception, and color vision.
4. This position requires the ability to read, write, speak, and understand the English language at a level adequate to perform the job.

RELATIONSHIPS:

1. Community Members and Visitors (to include schools, media, etc.) – Multiple daily interactions by personal contact, telephone, and written computer communication (E-mail).
2. Co-workers – Multiple daily interactions to exchange information, to complete administrative and operational tasks related to the position, coordinate division/program needs, purchases, and documentation.
3. Fire Department Members – Multiple daily interactions by telephone, written computer communication (E-mail), and personal contact: exchange of information.
4. Fire Department Chief Officers – Multiple daily interactions by telephone and personal contact: processing of personnel issues, exchange of information, and assisting executives, specifically the Fire Chief.
5. Other contacts as assigned, required, or needed.



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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.

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