

## **SILETZ VALLEY FIRE DISTRICT**

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<b>ASSIGNMENT:</b>	<b>OFFICE ADMINISTRATOR</b>
<b>SUPERVISOR:</b>	<b>FIRE CHIEF</b>
<b>SUPEVISION EXERCISED:</b>	<b>May act as lead worker over volunteer or temporary personnel as assigned.</b>
<b>SALARY/WAGE STATUS:</b>	<b>PART TIME</b>
<b>CIVIL SERVICE:</b>	<b>EXEMPT SERVICE</b>

*Class specifications listed below are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed within the job and therefore are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

### **SUMMARY DESCRIPTION**

Assists in providing responsible administrative support to the daily operations of the Fire District and various management personnel; performs a wide variety of clerical, secretarial, and support duties; types, files, distributes a variety of documents; responds to requests for information from management/supervisory personnel or general public.

### **ESSENTIAL DUTIES**

- Greet the public in person or by telephone in a manner that is pleasant and business-like. Provides an accurate assessment of their needs in order to assure them with direct assistance or transfer them to the person who can provide the assistance needed.
- Meet and interface with District Office staff, personnel, and the general public. Responsible to conduct all such business in a manner that reflects good credit on the Fire District.
- Prepare and proofread a variety of documents including general correspondence, agendas, and reports which may contain statistical and technical terminology; enter a variety of data and information into various computer programs.
- Perform a wide variety office related support tasks and duties including, preparation of correspondence, issuing burn permits, answering telephones, retrieving and distributing mail, ordering supplies, record keeping, scheduling meeting rooms, and information systems management; verify accuracy of information, research discrepancies and record information, etc..

- Operate a variety of office equipment including telephones, computers, copy-machines and facsimile machines; input and retrieve data and text. As assigned, operate a computer utilizing various software packages and printers; record, edit, revise, store, and print correspondence, statistical data, reports, and databases.
- Receive, sort, and distribute incoming and outgoing correspondence.
- Purchase supplies and materials as required and approved by supervisor.
- Assist with the preparation and monitoring of the district budget.
- Assist with maintenance of purchase records and accounting for Fire District budget records.
- Assist with preparation and maintenance of Fire District payroll and related bookkeeping.
- Performs other miscellaneous job-related duties as assigned.

### **COLLATERAL DUTIES:**

- As assigned, assist with the Fire District's Length Of Service Award Program (LOSAP), general insurance, life, disability, medical and workers comp. issues and interface with agency representatives as necessary.
- Assist with maintenance of incident response data entry necessary for billing prep and data collection necessary for reports and records.
- Assist with maintenance of NFIRS data and submittal of required information to the Oregon State Fire Marshal's office.
- Assist staff, employees and volunteers with necessary forms as needed or requested.
- As assigned, attend Board meetings and record minutes; provide notification to Board Members, Media, and Budget Committee members prior to public meetings.
- Assist in preparation of the Board packets or other assignments as directed by supervisor.

- Send correspondence to patrons (i.e., Sympathy, Thank You, Congratulations cards/notes, etc.) of the District whom we have had contact with as approved by supervisor.
- Upon request, assist Incident Commander and/or Command Staff in the field with support services.
- Offer support and assistance to the volunteer association as needed.
- Performs other miscellaneous job-related duties as assigned.

## **QUALIFICATIONS**

### **Minimum Qualification, Training and Experience:**

This is not an entry level position and requires a High school diploma or GED; two years of administrative support, secretarial, clerical or a related combination of education and experience is required. A candidate must document an ability to satisfactorily perform the responsibilities of this position with minimal supervision upon completion of orientation and training.

### **Knowledge, Skills and Abilities**

Considerable knowledge of business english, spelling, punctuation and mathematics; general office practices, skills in typing, office record keeping and reporting; ability to supervise the work of subordinate personnel; ability to install and maintain clerical records, forms and procedures; ability to prepare reports and correspondence; ability to establish and maintain harmonious relations with other employees and the public.

Knowledge of fire service and medical terminology.

Documented and demonstrated ability to perform and communicate effectively and professionally, both orally and in writing, with a variety of people including District staff, personnel in other agencies, and the general public, including persons under traumatic conditions while dealing with a wide range of individuals possessing a variety of personality traits.

Ability to work in an effective calm manner with upset customers; ability to work well under pressure and in stressful conditions; ability to follow verbal and/or written instructions ability to operate tools and equipment provided.

Must be able to multi-task and work in an office environment with multiple interruptions. while still meeting deadlines; work independently and complete tasks with minimal supervision; must be organized, efficient and be capable of maintaining numerous files and records; must be able to work effectively in a team environment; and must be able to respond to citizens inquires and requests for information and track and problem solve citizen complaints.

Knowledge of computerized information systems; database management skills; demonstrated ability to maintain confidentiality; ability to gather data, compile information, and prepare reports; skill in organizing resources and establishing priorities; ability to create, compose, and edit written materials; and skill in the use of desktop computers and related software applications.

### **Desirable Qualifications**

Two-year years of training, in Secretarial Science or equivalent experience or degree equivalent in a similar field.

Currently licensed or credential in the Fire or EMS services. Through knowledge of fire and medical terminology. Prior Fire / EMS experience accepted.

Working knowledge of current Fire District computer system and software.

Experience in office procedures and human resource matters.

Previous experience and/or training in civilian or public occupations relative to the position.

Knowledge/skill using electronic media, i.e., updating websites.

A knowledge of medical and fire service terminology

NIMS ICS 100, 200 & 700 (maybe required to complete within one year)

### **Tools and Equipment Used:**

A variety of general office equipment which may include, but is not limited to: Computer, calculator, fax machine, copy machine, automated and computerized equipment, radios, paper, and telephones.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, use hands to finger, handle, or operate office equipment, objects, or controls and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, taste, or smell.

The employee may lift and/or move up to 30 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works inside the fire station. The employee may occasionally work on or near the fireground assisting the Incident Commander at the Command Post in a support role. The noise level in the work environment is usually low.

## **SELECTION GUIDELINES**

Selection will be conducted through a competitive process in accordance with Federal and State law and Siletz Valley Fire District policies and procedures.

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 position if work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change based upon the needs and requirements of the job.