

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	Fire Administrative Secretary	UNION:114
CLASS TITLE:	Administrative Secretary	SG:9
DEPARTMENT:	Fire	CS:Y
		FLSA:Y
		EEO4CODE:AS

JOB SUMMARY:

Performs a variety of secretarial and complex administrative duties to support the Fire Department. Requires knowledge of City and Fire Department policies and procedures. Uses independent judgement to complete assignments for division staff. Primary time administrator for the Fire Department. Maintains a variety of records, both computerized and hard copy, data entry of incident and inspection reports. In accordance with department policies and procedures, gathers and processes data and generates related reports as requested. Assists with disaster mitigation processes when requested. Acts as backup receptionist for phones and walk-in customers and provides backup for distribution of controlled drugs.

SUPERVISORY RELATIONSHIPS:

Reports to the Fire Administrative Services Manager. Receives assignments from, and has work reviewed by, the Chief, Assistant Chief, Division Chiefs, Training Captains, and the Fire Administrative Services Manager. Works independently under general supervision and the guidance of City and departmental policies and procedures, City regulations and applicable state law.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Primary time administrator for Fire Department. Activities include annual operational schedule entry and maintenance in City HRIS system, bi-monthly time sheet data entry, processing time sheet correction notices, and annual vacation balancing. Submits payroll appointments for new hires and promotions as well as setup in RMS, Telestaff, and IT databases.
2. Serves as the District secretary for monthly commissioner meetings. Prepares agendas and supporting materials, takes and transcribes meeting minutes. Prepares and distributes final minutes and reports and conducts follow-up assignments. Prepares public notices of meetings as necessary.
3. Provides clerical support to the division personnel: composes and types, using a personal computer or typewriter, routine correspondence; prepares meeting agendas, attends meetings, prepares minutes from a variety of sources (handwritten notes, tapes, etc.), distributes meeting materials as appropriate. Maintains computerized master calendars and generates periodic schedules for administrative review. Assembles training conference packets; ensures proper registration, lodging and transportation for participants. Using appropriate software, creates department forms as assigned. Prepares records and records retention schedules, arranges transmittal of records to Records Center for storage and/or destruction or arranges retrieval of materials as directed.

4. Schedules appointments and meetings for boards, commissioners, committees and Chief staff. Arranges and coordinates travel, including travel authorization, meals, flights, hotels, and registration.
5. Coordinates the district volunteer hiring process. Updates application materials and publishes vacancies including classified advertisements and posting on District website. Receives and screens applications. Provides notifications to applicants and candidates regarding status of applications, testing dates, test scores, interview dates, EMT class and any additional steps. Oversees the preparation and maintenance of variety of records and files. Ensures accuracy and timeliness of eligibility and hiring lists, recruitment and selection process.
6. Maintains inventory, places orders and issues uniforms and safety equipment (new and replacement), operational supplies and office supplies. Contacts vendors and researches purchase information, as needed. Places orders for medical supplies and equipment, as directed by Emergency Medical Services Division, and may research purchasing information, as assigned.
7. Maintains and disseminates information to appropriate individuals and agencies. Enters report data into computerized systems to maintain accurate and current records; generates various reports as directed. Assembles and compiles information for statistical reviews and required reports. Prepares and mails reports and related correspondence according to established procedures and schedule. Maintains tickler system of required reports submitted by department officers and staff. Reviews submitted reports for compliance with reporting requirements and standards. Notifies appropriate supervisors of deficiencies in reports.

ADDITIONAL WORK PERFORMED:

1. Provides back-up reception for phones and walk-in customers.
2. Provides back-up for distribution of controlled drugs.
3. Performs other duties within the scope of the classification as needed or assigned.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):

Knowledge:

- Thorough knowledge of software applications with the ability to perform extensive editing and formatting of documents, and prepare large documents for publication.
- Thorough knowledge of office principles and practices and an ability to use standard office equipment such as computers, copiers, fax machines, and multi-line electronic digital phone systems, etc.
- Purposes, practices, and policies of the Fire Department, including the operational relationships between City departments, and other government agencies and community group.
- Working knowledge of relevant Federal, State and Local program-related codes and regulations, policies and procedures.
- Parliamentary procedures, rules governing public meetings and public disclosure guidelines.

Skills:

- Good literacy skills, including reading, business and technical composition; knowledge of standard English usage, spelling, punctuation, grammar and letter format. Ability to compose routine correspondence and to proofread and edit the work of others.
- Strong computer skills including word processing, data entry/retrieval, recordkeeping, spreadsheet applications.
- Transcribing spoken/dictated/taped material and prepare summary minutes of public forum meetings, accurately and in a timely manner.
- Time management skills with ability to prioritize workload for completion in a timely manner and meet deadlines.
- Strong oral communication and interpersonal skills to establish and maintain effective working relationships with diverse groups of people including department staff, public officials, concerned citizens and personnel from other City departments or local agencies.
- Strong skills in providing customer service to internal and external customers using tact, courtesy and good judgment.
- Strong skills in organization and planning, problem analysis, decision making, adaptability and flexibility.

Abilities:

- Work independently to carry out the responsibilities of the position.
- Ability to follow written and oral instructions.
- Ability and willingness to learn new computer applications.
- Ability to work independently or as a member of a team depending on project's needs.
- Ability to handle several tasks simultaneously while maintaining accuracy in an environment of frequent interruptions.
- Ability to tolerate stress and be adaptable and flexible.
- Perform as a lead worker and prioritize, delegate and review work assignments of office assistants, including ability to give written and oral instructions.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Result Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job including:
 - Frequently operating a computer and read a computer screen or typewritten page;
 - Frequently communicate verbally;
 - Move between work sites;
 - Occasionally transport objects up to twenty-five (25) pounds.

WORKING ENVIRONMENT:

Work is performed in a busy office setting at a computer work stations with long periods of sitting or standing. Environment includes a normal range of noise and other distractions with low everyday risks working around standard office equipment. Occasional evening work may be required due to attendance at various board and/or committee meetings.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Three (3) years recent administrative experience including public reception in a busy office environment; technical or business school training in office occupations may substitute year-for-year for experience requirement, up to a 2-year maximum.
- Post-secondary vocational or college training preferred.
- Municipal or other government experience preferred.
- Proficient in the use of computerized information systems: word processing, spreadsheets, computerized record keeping and file management applications including Microsoft Office required.
- Keyboarding at 60 WPM NET required.

PREPARED BY: Kerry McCarthy
Stan Snapp
11/88

REVIEWED BY: _____
Bill Newbold, Fire Chief

REVISED BY: Stan Snapp
Jay Gunsauls
Darlene McLeod
10/93
Michelle Barrett
10/04
Kristi Clift
Lorna Klemanski
12/09
K.Clift/A.Faria
8/16

COMMISSION ALLOCATION: _____ December 8, 2016