

## CITY OF BELLINGHAM

### JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Fire Department Secretary</b>	<b>UNION:1937</b>
<b>CLASS TITLE:</b>	<b>Secretary III</b>	<b>SG:7</b>
<b>DEPARTMENT:</b>	<b>Fire</b>	<b>CS:Y</b>
		<b>FLSA:Y</b>
		<b>EEO4CODE:AS</b>

#### **JOB SUMMARY:**

Provides administrative support to the Emergency Medical Services (EMS), Operations and Training Divisions of the Fire Department. Performs a variety of records management, inventory, bookkeeping and data entry tasks requiring knowledge of City and Fire Department policies and procedures. In accordance with department policies and procedures, gathers and processes data and generates related reports as requested.

#### **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. Serves as liaison between the Fire Department and the contracted billing vendor for ambulance services. Gathers and provides all necessary billing documentation to contractor daily. Reconciles billing receivables against payments posted daily. Reconciles billing receivables within City Financial System monthly including sending reconciled monthly reports to Finance. Prepares and submits refunds to Finance for Payment. Communicates effectively with operations personnel to coordinate necessary modifications to patient reports.
2. 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 directed. Places orders for medical supplies and equipment, as directed by Emergency Medical Services division, researches and utilizes required bid pricing in accordance with City purchasing policies. Updates and maintains bid pricing within departmental ordering programs. Coordinates repair and/or return of medical equipment. Communicates with EMS/Ops division regarding substitutions, back orders, and discrepancies.
3. Maintains Medic and EMT Certification records. Performs data entry of monthly/quarterly training hours in databases. 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 recertification and statistical reviews and required reports. Prepares and mails reports and related correspondence according to established procedures and schedule. Reviews submitted records for compliance with reporting requirements and standards. Notifies appropriate supervisors of deficiencies in training requirements.

4. Distributes and performs inventory of controlled drugs. Activities include daily reconciliation of ambulance daily narcotic use and discrepancies, weekly inventory, and coordination of disposal of expired inventory as required by DEA. Orders controlled drugs in accordance with DEA requirements. Communicates with EMS division regarding substitutions, back orders, and discrepancies.
5. Films and edits monthly Medic Continuing Education training. Uploads videos to Training database.
6. Screens incoming calls, mail and visitors. Provides information regarding department, division or City services or processes within scope of authority.

#### **ADDITIONAL WORK PERFORMED:**

1. Provides back-up for time sheet data entry and submittal.
2. May provide back-up for accounts payable functions as assigned.
3. Performs other duties within the scope of the classification as needed or assigned.

#### **PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):**

##### Knowledge:

- General understanding of governmental accounting and auditing practices, including a thorough knowledge of double entry bookkeeping practices.
- 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 phones systems, etc.
- Knowledge of various filing systems (hard-copy and computerized) and ability to accurately maintain them.
- Purposes, practices and policies of the Fire Department, including the operational relationships between City departments, and other government agencies and community groups.
- Working knowledge of relevant City, State, Local, and Federal program related codes and regulations, policies and procedures.

##### Skills:

- Application of bookkeeping and fundamental accounting principles related to the keeping of account records and the preparation of financial reports.
- Math skills including the ability to add, subtract, multiply, divide with accuracy.
- Strong computer skills including data entry/retrieval, spreadsheet applications, databases and word processing.
- Good literacy skills including reading, business and technical composition, knowledge of standard English usage, spelling, punctuating, grammar and letter formatting.
- 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 intent.

- Strong skills in organization and planning, problem analysis, decision making, adaptability and flexibility.

#### Abilities:

- Ability and willingness to learn new applications and techniques.
- Ability to read, understand laws, ordinances, policies and procedures applicable to the scope of work.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain a variety of specialized records and to prepare reports and presentation materials in appropriate format.
- Ability to work independently to organize and prioritize work to meet deadlines with a minimum amount of supervision.
- Ability to coordinate, prioritize and complete multiple tasks simultaneously while maintaining accuracy and attention to detail in an environment of frequent interruptions.
- Ability to independently investigate, evaluate and recommend solutions to accounting related problems.
- Ability to compile and tabulate statistical data and prepare reports and summaries.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results 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.

#### **EXPERIENCE AND TRAINING REQUIREMENTS:**

- Three years of secretarial experience in a computerized, highly-detailed business office or public entity, including a minimum two years computerized bookkeeping, accounting support or financial record keeping required.
- Proficient in the use of computer software to include: word processing, spreadsheets, database and computerized record keeping systems, file management applications and ten-key required. MS Office experience preferred.
- Ability to type 60 wpm net required.
- One year of college or vocational courses in bookkeeping or administrative support preferred.
- An equivalent combination of education and experience which provides the applicant with the knowledge, skills, and ability to perform the job will be considered.

#### **NECESSARY SPECIAL REQUIREMENT:**

- Employment is contingent upon passing criminal convictions and local background check.

**PREPARED BY:** Kerry McCarthy  
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11/88

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