



Position Title: Part-time Administrative Assistant

Employment Status: Non-Exempt

Department: Administration

Reports to: Fire Chief and Finance Director

Schedule: 30 hours / Week – Flexible schedule

Benefits: Benefits Eligible: Medical, Dental, Vision Insurance, Paid Sick Leave

Hiring Pay Range: \$18.25 - \$26.50 DOE

This position description is established by Nederland Fire Protection District (“District”) to outline the basic requirements, duties, and general responsibilities of the Administrative Assistant position. This position is at-will, which means that either the District or the employee may terminate this employment relationship at any time.

Summary of Position:

The Administrative Assistant will support the Fire District’s daily office operations under the supervision of the Fire Chief and Finance Director. The Administrative Assistant must be able to perform all the essential duties required by the position with or without reasonable accommodations.

Supervision Exercised: The Administrative Assistant performs no supervisory duties.

Essential Duties and Responsibilities:

The following is a summary of the primary duties and responsibilities and is not intended to serve as a comprehensive list of all duties performed.

- Greets all Fire Stations visitors, answers telephone calls, and directs as appropriate.
- Responsible for board administration, including coordinating board meetings and set up, posting required communications, preparing and distributing meetings agendas, reports, board packets, preparing meeting minutes for approval, and distributing when necessary
- Works closely with Fire Chief for special projects.
- Works closely with Human Resources, Finance, Operations, and Fire Chief to ensure continuity and completion of administrative projects and requirements.
- Assists the Fire Chief and the Finance department with various clerical tasks, fiscal

processing, and other duties as needed.

- Maintains procedures for retention, protection, retrieval, transfer, and disposal of District records.
- Performs various complex, responsible, and confidential administrative duties for the District.
- Perform administrative functions including typing, filing, compiling and entering inventory, data processing, and other general clerical duties such as DOLA submissions, SDA Updates, CORA requests, and reporting.
- Responsible for updating and maintaining employee-related records and system databases, such as scanning and maintaining electronic records up to date.
- Assists Human Resources with employee orientation for newly hired employees.
- Schedules personnel pre-employment and annual screenings and completes background and driving history requests as directed by Human Resources.
- Communicates Human Resources-related issues to appropriate personnel.
- Processes mail and direct to appropriate personnel.
- Schedules meetings in meeting rooms and orders meeting meals.
- Inputs department data into the records management system, assuring accuracy and completeness.
- Maintains office machines, coordinating with outside vendors as necessary.
- Orders and maintains supplies for all stations, manages the shipping and receiving of supplies, and verifies approved purchase orders.
- Files all statutory documents with the county and state. Acts as district election officer when required.
- Completes special projects involving a high degree of administrative skills.
- Anticipates needs related to the position and can perform with a sense of urgency when needed to meet deadlines.
- Perform such other duties as may be assigned by the Fire Chief and District Board of Directors.

Knowledge, Skills, and Abilities:

- Must communicate professionally with external vendors, candidates, citizens, and internal staff.
- Ability to communicate clearly and concisely, both verbally and in writing.
- Ability to analyze, evaluate, and make sound decisions or recommendations.
- Strong customer service ethic, sound judgment, and interpersonal skills.
- Ability to work effectively as a member of a team with the ability to work independently.
- Ability to demonstrate a high degree of ethics, integrity, and discretion.

Minimum Job Qualifications:

- Must have two (2) years of increasingly responsible administrative experience.
- Successfully pass a formal background check.
- Must be at least 18 years of age at the time of hire for this position.
- High School diploma or GED.
- Be eligible to work in the U.S.
- Have intermediate office skills in typing, filing, the composition of letters, and operation of computers.
- Intermediate operating knowledge of Microsoft Office products and other office procedures/programs.
- Advanced attention to detail with the capability to prioritize and meet deadlines.
- Organize materials and present information clearly and concisely in verbal/written form.
- Attention to detail, strong initiative, organizational knowledge, professional and effective communication skills, positive and team-oriented attitude.
- Must be willing to attend job-related training classes and seminars as required by the position supervisor.

Preferred Qualifications:

- Four (4) years of increasingly responsible administrative experience.
- Local government administrative experience.
- Basic HR and/or accounting knowledge

Working Environment & Physical Requirements:

This position requires work in office areas and fire station settings.

Working Environment:

- The major portion of this position will involve sedentary, repetitive administrative work in an office environment.
- Walking short distances may be required occasionally.
- The noise level in the work environment is usually quiet in office settings and moderate when tones announce an emergency call.

Physical Requirements:

- Ability to lift, move, and carry items over 20 pounds (occasionally) and up to 10 pounds (frequently)
- Ability to stand, walk, sit, kneel, stoop/bend, lift, squat, push, pull, reach overhead, reach away from the body, and perform repetitive motion

The above statements listed in this job description are intended only as illustrations of the general nature and level of work performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description does not constitute an employment agreement between the District and the employee and is subject to change by the District as the employer's needs and requirements of the job change.

ACCEPTANCE:

I have received and understand the essential duties and other requirements of my position as stated in the above job description. I am able to perform these essential duties with or without reasonable accommodations.

Signature of Employee

Date

Signature of Fire Chief

Date

Signature of Human Resources Manager

Date