



REDMOND FIRE & RESCUE

POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant
DEPARTMENT: Administration
FLSA STATUS: Non-Exempt
SALARY GRADE: Starting Annual \$41,000.00 – 52,328.00
EMPLOYEE GROUP: Confidential /Non-Represented

PURPOSE OF POSITION:

This position enhances and supports overall department efficiency and office operations. This position performs advanced administrative/clerical duties including advanced computer skills and website management.

ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties may include, but are not limited to, the following and are listed in no particular order:

Utilizes computer software programs to create and edit spreadsheets, reports, and presentations with a high degree of accuracy and professionalism. Supports the training division through the use of a training records management program.

Troubleshoots errors that may occur with various computer software programs; assists with IT issues.

Composes and types pertinent correspondence from rough draft, general instruction, and original documents with a high degree of accuracy and professionalism. Such responsibilities frequently require a moderate degree of independent judgment as the incumbent prepares such documents as letters, internal memos, forms, reports, emails and all other documents as assigned.

Assists with Human Resource processes and procedures.

Maintains district website by keeping content and design current, maintaining continuity of themes, designing layout, streamlining navigation, and increasing online presence to the community.

Performs a variety of cash handling duties, including receipting of accounts receivable and reconciling the front counter cash drawer and petty cash.

Maintains the district's records retention program. Files documents for various divisions.

Assists the board of directors and the fire chief in confidential communications and/or projects.

Responsible for assisting various divisions and programs with filing and organization of documents.

Supports the chief financial officer with assistance in accounts payable using accounting software.

Maintains a solid knowledge base of district business ensuring the ability to address public questions.

Maintains district calendar and oversees meeting room usage.

Performs duties as the receptionist for the district with a high degree of efficiency, politeness, and a consistent friendly demeanor. Receptionist duties include phone coverage, prepare, deliver and sort mail, oversee inventory and ordering of office supplies, general filing, assist office administrator, provide administrative support to senior staff, and perform other duties as assigned.

Assists with ambulance billing as needed.

JOB QUALIFICATION REQUIREMENTS

Mandatory Requirements

High school diploma or equivalent; and at least four years of customer service and demonstrated advanced administrative/clerical duties including advanced computer skills and website management.

Preferred Requirements:

Bachelor's degree or associate degree in Business Administration, or related field preferred. Website design and maintenance experience.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of standard office procedures, equipment, and standard business etiquette.

Knowledge of software programs including word processing, spreadsheets, internet use, and presentation programs. Experience with Office 365, Google Suite, or equivalent, is helpful.

Knowledge of business English grammar and language skills, proper spelling and all other knowledge required to produce written documents with a high level of accuracy and professionalism.

Competent in basic math including the ability to add, subtract, multiply, and divide accurately.

ABILITY TO:

Ability to type accurately and proficiently using Word, Excel, PowerPoint and other personal computer software applications and office equipment skillfully.

Ability to effectively communicate in English, both orally and in writing.

Ability to effectively and cheerfully greet people and positively represent Redmond Fire & Rescue through actions and observable behaviors.

Ability to independently research assigned problems, organize material from various sources into a format of own design; understand and execute complex oral or written instructions; express ideas and convey information effectively orally and in writing; handle complaints and problems courteously; deal effectively with frequent interruptions and several situations at one time; work efficiently and

effectively under close timelines; maintain effective working relationships with the public and other employees; establish priorities, and organize own workload.

Ability to perform the physical activities required for the essential functions which include, but are not limited to, continuous sitting, moving, and otherwise being mobile; talking to others both in person and on the telephone for extended periods of time; and frequent keyboarding.

SPECIAL REQUIREMENTS/LICENSES:

Possession of, or must be able to obtain, a valid Oregon driver's license within 30 days of hire. Successful applicant must be insurable by the district.

Redmond Fire & Rescue is a drug-free workplace and a pre-employment drug screen is required after conditional job offer is made.

SUPERVISION RECEIVED:

Work is performed under the supervision of the Office Administrator with work being reviewed primarily on the basis of results obtained. Incumbents are expected to carry assignments through to completion with limited oversight and/or review.

SUPERVISORY RESPONSIBILITIES:

This position is not a supervisory position.

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 job functions.

While performing the duties of this job, the employee is frequently required to sit and talk or listen. The employee is occasionally required to walk; use hand to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TOOLS AND EQUIPMENT USED:

Computer, including word processing, database, internet, presentation programs, and spreadsheet programs; calculator, telephone, copy machine, fax machine, scanner, credit card terminal, and postage machine.

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 job functions. While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet. This description covers the most significant essential and other duties performed but do not include occasional work, which may be similar, related to, 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 by the employer as the needs of the employer and requirements of the job change.

Tim Moor
Fire Chief

Adopted: May 4, 2018