

ORGANIZATIONAL MANUAL

Section P
PERSONNEL
Procedure P-4

ADMINISTRATIVE ASSISTANT

Non-exempt, non-represented position

I. Job Summary:

Under the general direction of the Fire Chief, the Administrative Assistant Provides administrative support to the Fire Chief, Board of Directors, and District personnel. The Administrative Assistant coordinates District payroll, accounts receivable/payable, filing, creating and updating District forms and documents, preparing for meetings monthly, quarterly, and annually. Generate Board of Directors meeting minutes and agendas, update policies, and general bookkeeping.

II. Distinguishing Features of the Class:

The Administrative Assistant is responsible for clerical functions and financial accounting for the District in accordance with the District Financial Policy.

- A. Assist the Staff in clerical functions.
- B. Prepares the monthly budget reports And coordinates annual audit.
- C. Prepares the monthly accounts payable and receivable for approval.
- D. Ensures necessary forms dealing with city, county, state or federal government are filed in a timely manner, posts agendas and proper meeting notifications
- E. Serves as a "confidential" employee to the Fire Chief in personnel matters.
- F. Maintains records for the District:
 - Financial.
 - Personnel.
 - Board Meetings.
 - Board Resolutions and Ordinances.
 - Civil Service Commission minutes and documents.
- G. Responsible for the District payroll, accounts receivable/payable, filing and record retention
- H. Maintains District website and social media presence
- I. Maintains a general ledger and fixed assets accounting system for the District, and performs other duties as required to maintain an effective and efficient office.
- J. Functions as part of the District Administrative Team.
- K. Coordinate Administrative Team and Board of Directors for meeting preparations.
- L. The Administrative Assistant supervises the authorized petty cash fund; records tax funds received and invests District monies as directed by the Board of Directors; makes bank deposits and reconciles monthly bank balances; issue warrants for funds drawn against the District's deposits.

ORGANIZATIONAL MANUAL

- M. Maintains records of all personnel injuries occurring within the District; maintains current personnel roster and forwards necessary reports to the District's workers compensation carrier.
- N. The Administrative Assistant makes suggestions and recommendations relative to cost effective measures that may be instituted and utilized; performs other duties relative to office clerical functions.

III. Contact with Others:

The Administrative Assistant will:

1. Be responsible to the Fire Chief or their designee.
2. Attend Fire Board meetings to record minutes and provide information on District finances.
3. Attend Civil Service Commission meetings to record minutes and provide assistance/information for their needs.
4. Cooperate with local, state and federal public agency officials.
5. Work with the general public, District personnel and other fire protection agencies in a courteous and cooperative manner.

IV. Knowledge, Skills, and Abilities:

The Administrative Assistant will:

1. Be expected to develop a thorough knowledge and understanding of the organization, procedures, policies, rules, regulations, and functional operations of the District:
2. Possess the ability to accurately follow instructions issued and to complete tasks with a minimum of direction and supervision.
3. Become knowledgeable about public budgeting practices and manage the District's cash flow.
4. Develop a general knowledge of the geography of the District coupled with a basic understanding of fire insurance rates and classifications.
5. Possess a general understanding of regulations as they apply to office operations including OSHA, OARs, ORSs, and the Government Standards and Practices Laws.
6. Be organized and maintain office space and documents in an organized fashion.
7. Act in a courteous and cooperative manner with the general public and District personnel, communicating clearly and courteously, both verbally and in writing.
8. Learn practices associated with bookkeeping techniques and accounting systems. Have the ability to perform these duties using District provided software and equipment, common to office settings
9. Have the ability to manage all phases of payroll and accompanying accounting work within designated timeframes.
10. Manage office supplies and purchases in a proactive manor, with the approval of the Fire Chief.

ORGANIZATIONAL MANUAL

V. Minimum Requirements

The Administrative Assistant will have computer skills commensurate with the needs of a busy office setting using equipment typical of professional office settings including multi-line phones, computer, printer, typing, and Microsoft Suite.

High-School graduate or GED with a minimum of two years' experience working in a professional office.

As a condition of employment, the following certifications or licenses must be maintained by the appropriate certifying or licensing agencies. This list is not intended to be all-inclusive. Additional training or certification that is required by the District will be added to this list as it is completed.

- Oregon Driver License (must meet District's driving standards).
- Notary Public (within 30 days of hiring)
- First Aid/CPR (within 90 days of hiring)

At the direction of the Fire Chief, the Administrative Assistant shall attend training and seminars to increase his / her abilities in the performance of assigned duties.

VI. Preferred Qualifications

- Educational background with an emphasis in accounting and business.
- Two or more years in accounting or bookkeeping for a public safety agency.

VII. 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 accommodation will be provided to otherwise qualified individuals with disabilities and known limitations to perform the essential functions.

The frequent physical demands of this position include standing, walking, stooping, talking, reaching, feeling, repetitive motions of hands/wrists, sitting, grasping, hearing, and handling. Work frequently requires the ability to sit, stand, keyboard, and write for extended periods of time. Specific vision abilities required of this position include close vision and the ability to adjust focus. Work involves multiple tasks that change frequently and requires sound mental organization. Extensive reading, writing and computer monitor work is required. The work of this position is frequently interrupted to respond to the needs of peers and members of the public.

Occasionally, the work requires the ability to climb a flight of stairs, push, lift, pull, and carry up to 30 pounds.

VIII. Work Environment

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ORGANIZATIONAL MANUAL

Work is performed primarily in an open office setting located within the Fire Administrative Office, near electronic equipment. Noise levels of the work environment can vary from mild to moderate, commensurate with the noise of emergency service preparedness and response. Normal work hours are forty business hours per week, overtime hours after 40 hours per week. Work is expected to be performed in the allotted 40 hours per week, overtime hours will be infrequent and only with the prior approval of the Fire Chief. Occasional evening and weekend hours required.

On occasion this position may be required to spend time outside the office for attendance at meetings, seminars, and District functions, including overnight travel and out-of-area stays.

IX. Selection Guidelines

The selection process for this position will consist of a formal application, review of education and experience, contact with references, appropriate skills testing, and interviews. Final selection will be made contingent upon passing a pre-employment drug screening and background check.

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 needs of the District and requirements of the job change. Appointees are subject to completion of a standard one-year probationary period.