

ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible position, the primary duty of which is assisting the Fire Chief in managing the administrative functions of the department. The Administrative Assistant to the Fire Chief assists the Fire Chief in researching, planning, and organizing departmental operations. The employee of this class coordinates fire department administrative activities in such areas as personnel management; financial management; purchasing; maintenance of departmental equipment and facilities; and overseeing the preparation and maintenance of departmental records. This class is non-supervisory in nature, and the employee of this class exercises no supervisory authority over personnel in the line classes. Special assignments are received from and work is reviewed directly by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Fire Chief in managing the administrative functions of the fire department. Recommends management policies, goals, and objectives for the fire department. Makes recommendations on how the department should be organized, including the number of operating units and distribution of such units.

Attends meetings as assigned by the Fire Chief to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the fire service. Informs the public about fire department work by means of talks, demonstrations, or distribution of literature to schools, civic groups, owners and employees of public and private buildings, or any other concerned citizen.

Investigates all accidents involving departmental equipment and personnel, determines cause, and makes recommendations on procedure to avoid future accidents. Assists the Fire Chief in investigating complaints against department personnel, reviews offenses, and formulates a recommendation for action to be taken. Interviews prospective employees and makes recommendations for employment. Maintains promotional eligibility lists in order to assist the Fire Chief in making recommendations for promotions to the Appointing Authority.

Assists the Fire Chief in accounting for the money and assets of the fire department. Prepares revenue and expenditure estimates. Gathers information to be used in preparing the departmental operating budget. Writes requests for grants or other special

funds to aid in the operation of the fire service.

Assists the Fire Chief in making decisions about information which should be included in all records of the department, and in determining in what form this information should be kept. Assists in supervising the preparation of the records and reports of the department by reviewing records completed by department personnel, and by periodically inspecting systems and facilities for keeping the records. Personally completes any forms and records required.

Assists the Fire Chief in managing the care and maintenance of department equipment and apparatus, vehicles, and property. Coordinates repairs and maintenance of equipment with qualified department personnel. Follows records of fire equipment testing, and assures that the equipment meets all applicable federal, state, and local standards. Maintains inventory of equipment issued to fire department personnel and divisions.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must have at least eight (8) years of experience as a full-time employee of a paid fire department. Work experience should include the performance of administrative duties for a fire department or include a background in fire suppression, fire prevention, or fire department training.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain a valid Louisiana driver's license.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.