

ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible non-supervisory administrative position, the primary duties of which include assisting the Fire Chief in directing, planning, and coordinating fire department administrative activities in such areas as finance, payroll, purchasing, budgeting, maintaining departmental records, personnel management and human resources. The employee of this class assists the Fire Chief. 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 performing the administrative functions of the fire department. Recommends management policies, goals, and objectives for consideration by a superior officer. Participates in the research and planning for programs and activities of the department. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service when attending all meetings required by the local governing authority. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in department policies and procedures are needed.

Assists the Fire Chief in accounting for the money and assets of the fire department. Gathers information for and assists in compiling a departmental operating budget. Assists in the preparation of expenditure and revenue estimates. Reconciles all department bank accounts and petty cash. Assists in the purchasing of equipment and supplies, keeping such purchases within the established budget. Issues receipts for money received. Processes checks for disbursement. Assists department personnel in the preparation of expense and travel vouchers for employees, when required. Assists in writing requests for grants or other special funds to aid in the operation of the fire service.

Assists the Fire Chief in making decisions about what information should be included in records of the department as assigned and in determining in what form this information should be kept. Provides for the maintenance of budget and accounting records such personnel records, records of activity, inventory records, or any others which may be required. Compiles fiscal data for the preparation of management reports, budget detail, and cost analysis. Identifies

budget issues and resolves problems. Verifies various records against original sources to ensure accuracy. Maintains employee files and public records contracts. Assists the Fire Chief in supervising the preparation of records and reports of the department as assigned by reviewing records completed by department personnel and by periodically inspecting systems and facilities for keeping the records.

Compiles and analyzes data needed and writes reports required to document activity of the department. Calculates employee benefits including unemployment, worker compensation, insurance, and retirement and forwards such records to department personnel responsible for providing payment to employees. Prepares time records on employees in order to prepare payroll checks. Takes complaints from employees about pay or other matters related to payroll. Assists department personnel in maintaining the records of and processing payment for employee benefit programs including unemployment, worker compensation, insurance, and retirement, when required.

Reads correspondence addressed to the fire department and decides what type of action should be taken in reply. Writes letters in answer to written or oral requests addressed to the fire department or as required to handle problems or other needs of the fire department. Assists in writing newspaper articles or any other type of official department position paper for publication.

Makes recommendation on major purchases for the department. Assists the Fire Chief in writing specifications for new fire department equipment and preparing specifications for public bids. Attends meetings with sales representatives to review products. Assists in the ordering and distributing of supplies and equipment as required.

Answers questions for the public about operation of the fire department or any related areas of emergency services. Works with boards and agencies whose rules and operations affect the careers of fire department employees or the work of the fire department. Assists in coordinating special projects related to public relations of the image of the fire department.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

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

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

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) 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 G.E.D. certificate.

Must not be less than twenty one (21) years of age.

MUST MEET ONE OF THE FOLLOWING REQUIREMENTS

Must have a bachelor degree in business from an accredited four (4) year college or university with an emphasis on accounting and have at least three (3) years of work experience in accounting.

OR

Must have a bachelor degree in business, public administration, or a related field from an accredited four (4) year college or university with an emphasis on accounting and have at least four (4) years of work experience in accounting.

OR

Must possess a state license as a Certified Public Accountant and have at least two (2) years of work experience in accounting.

STTAM#4	06-07-95
Rev	12-06-99
	05-01-07
	11-02-11