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200 W 2<sup>nd</sup> Street, Freeport, TX 77541 \*\* 979-233-3526 \*\* FAX 979-233-3205 \*\* [www.freeport.tx.us](http://www.freeport.tx.us)

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- POSITION TITLE:** Administrative Assistant to the Fire Chief
- DEPARTMENT:** Fire/EMS Administration **REPORTS TO:** Fire Chief
- RATE CLASS:** Hourly Employee - Full Time
- SHIFT:** 8AM to 5PM, M-F, Subject to on-call status as necessary. Schedule may be altered at the discretion of the Fire Chief or City Manager. This position is considered essential personnel in responding to natural or manmade disasters.
- EDUCATION:** High School diploma or equivalent (GED) required; Associates or Bachelor's degree is preferred. Four (4) years of related administrative and clerical experience or equivalent combination of education and/or related experience is required, with accounting/bookkeeper experience preferred.
- JOB SUMMARY:** Performs administrative level support to the Fire & EMS Department management and staff, which may include: composing and/or reviewing documents and correspondence; maintaining staff schedules and calendars; coordinating meetings and events and providing related documents; preparing minutes, reports, public notices, travel arrangements. Also assists with preparation of check requests, purchase orders, budget and financial worksheets, and payroll related paperwork. Serves as custodian of records for Fire Dept.
- SPECIAL SKILLS:**
- Above average knowledge of office software, preferably Microsoft Office Suite.
  - Ability to prepare professional and accurate email, documents, spreadsheets, and presentations.
  - Knowledge of basic accounting/bookkeeping principles and ability to make mathematic computations rapidly and accurately.
  - Ability to communicate professionally, respectfully, and effectively with the public, external agencies, and co-workers.
  - Ability to maintain confidentiality in handling sensitive information related to emergency services, personnel, and budgets.
  - Ability to interpret codes, statutes, and procedures to assist with compliance.
  - Ability to perform detailed clerical tasks in an accurate, orderly, and timely manner.
  - Ability to perform work assignments with minimal supervision and exercise sound judgment.

**DUTIES & RESPONSIBILITIES –**

- Provides administrative support to Fire/EMS department management and staff.
- Assists with administration of budget, including: monitors expenditures; forecasts funds needed for equipment, materials and supplies; makes budget related recommendations.
- Purchases supplies and equipment; creates purchase orders; review invoices for accuracy.
- Assists with preparation of City Council agenda items and related documentation.
- Attends and provides departmental support for City Council, and Board meetings and events as needed.
- Updates and maintains department files, records and other official documents.
- Tracks professional licenses, certifications and association fees for department staff; initiates payments; enrolls staff into training courses.
- Processes and manages sensitive documents and data with discretion and confidentiality.
- Attends meetings and trainings as needed to be informed and educated on policies, procedures, and necessary functions.
- Works with other City departments to facilitate consistent, effective communication.
- Performs other related duties as assigned.

**OTHER DUTIES:** This job description is intended to describe the general nature of work performed by the Administrative Assistant to Fire Chief and is not intended to be all-inclusive. All employees are expected to perform tasks as assigned by their supervisor; furthermore, working hours may be extended in times of necessity.

**PHYSICAL/MENTAL REQUIREMENTS:**

**Physical:** The incumbent for this position must maintain a neat, professional appearance at all times, must be able to lift supplies weighing up to 35 pounds and successfully complete a physical examination and drug testing given by a physician designated by the City of Freeport.

**Mental:** Must maintain the ability to work well with others as well as the general public in a variety of situations. Must be able to multi-task, work under time constraints, problem solve, and prioritize. Must also be able to maintain confidentiality and resolve conflicts.

All municipal employees will be expected to show and maintain a high level of initiative, enthusiasm, and motivation towards the improvement of ALL aspects of the Freeport community. Employees will also be expected to be available for work, to report to work in a dependable and timely fashion, and to be physically and mentally fit to do their assigned work.

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Employee Signature

Date