

STERLING FIRE DEPARTMENT

<b>Job Title:</b> Executive Assistant to the Fire Chief	<b>Hours per week:</b> 40	<b>FLSA Status:</b> Non-Exempt
<b>Reports to:</b> Fire Chief	<b>Department:</b> Fire Department	<b>Grade:</b> 6
<b>Created date:</b>	<b>Revised date:</b>	<b>Approved date:</b>
<b>Created by:</b>	<b>Revised by:</b>	<b>Approved by:</b>

**TOWN OF STERLING  
EXECUTIVE ASSISTANT TO THE FIRE CHIEF**

**Statement of Duties**

Provides administrative support to Fire Chief and other fire department staff members. Responsible for ambulance billing preparation and reconciliation, as well as customer service to ambulance providers. Serves as first interface with the public entering the fire station during normal business hours and interacts to provide issuance and receipt of fire prevention permits. Assists Fire Chief with payroll administration and expense warrant preparation and research. Independent judgment and discretion is used and required in regards to performing normal daily functions.

**Supervision**

Works under the general direction of the Fire Chief and Fire Prevention Officer. Most duties are pre-assigned and require weekly reporting to the Fire Chief or other staff members. Duties require independent judgment, initiative, and the ability to follow through without direct supervision.

**Job Environment**

The majority of the work is performed under typical office conditions. Some work may require interaction with personnel on the fire apparatus floor.

Required to operate personal computers, standard office software, fire, and EMS service computer system software, and standard office equipment.

The Administrative Assistant has access to extremely confidential information, such as personnel records, criminal investigations and records, ambulance patient and billing information, and other sensitive material. Errors could result in delay and confusion and have financial or legal repercussions.

**Essential Job Functions**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

## STERLING FIRE DEPARTMENT

Assures that the public is greeted in a prompt, warm, and service-oriented manner. Customer service activities include, but are not limited to: greeting and directing the public; processing various applications and permits; receiving and receipting various monies and payments; and managing telephone requests for information.

Serves as Ambulance Billing Clerk with incident form preparation and obtaining necessary information for proper patient billing, and providing weekly receipts activity to the Fire Chief.

Maintains fire and ambulance incident records and enters all information into state (MFIRS) and national (NFIRS) and (NEMESIS) databases.

Maintains department payroll records including; salary, overtime, vacation and attendance information and submits the biweekly payroll records to the Fire Chief for submission to the treasurer. Also assists with monthly shift scheduling for part-time per diem and on-call personnel.

Prepares biweekly expense warrant for approval and submission by the Fire Chief.

Complies with federal HIPAA regulations concerning patient confidentiality.

Prepares requisition forms for Fire Department purchases; completes account transfer forms as required.

Writes specifications for Fire Department materials and equipment purchases as directed by the Fire Chief or other departmental personnel.

Obtains competitive quotes and bids from potential vendors relative to material and equipment purchases.

Maintains confidential files concerning specifications, bids, vendors, and departmental equipment and materials.

Assists in Compiling data for annual Fire Department budget and enters them into the computer, utilizing budget formats provided by the Finance Committee.

Assists with grant preparation, conducts research, and provides information to the Fire Chief for special projects, as assigned.

Prepares and distributes correspondence and other materials to appropriate staff.

Performs other related duties as required.

### **Recommended Minimum Qualifications**

#### **Education and Experience**

High School Graduation or GED equivalent; College degree in Business Administration or Finance preferred

## STERLING FIRE DEPARTMENT

Experience in secretarial and business environment with two years experience in the field, including experience in customer service or an equivalent combination of experience, education, and training that would provide the level of knowledge and ability required for the position

### **Ability and Skills**

Ability: Ability to maintain detailed and accurate records. Ability and experience in the use of Windows based data management, including; Microsoft Word, Excel, Power Point and Access and Internet Explorer as well as ability to manage IMC incident reporting system. C.P.R. and First Aid Certifications will be required within three months of being hired.

Skills: Good interpersonal, oral, and written communications skills.

### **PHYSICAL REQUIREMENTS:**

Performance of the duties of this job includes that the employee is regularly required to walk, stand, stoop, and sit at a desk. Minimum lifting of office supplies will be required as well as routine maintenance of printers, copiers, and fax machines. Has the ability to operate a keyboard efficiently.

To perform this job successfully, the person in this position must be able to perform each essential job function satisfactorily.

*This 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.*

### **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

*The policy of the town of Sterling is to provide equal employment opportunity to all candidates for employment or appointment and administer working conditions, benefits, privileges of employment, training, advancement, upgrading, promotion, transfers and terminations of employment for all employees without regard to race, color, veteran status, religion, national origin, sex or age, physical and/or mental handicap or sexual preference.*

### **Statement of Duties**