

Position Purpose:

Performs a range of professional administrative, technical, and clerical functions to support the office of the Fire Chief and the department. Performs all other related work as required.

Essential 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.)

- Creates incident reports with data input required for state database. Reports are used for statistical information gathering, record requests, payroll and are mandatory to qualify for state awarded grants.
- Creates payroll for non full-time staff.
- Assists with the permit review and creation process; schedules and follows up on the many fire inspections that are handled via an e-permitting system, over the phone and by mail. Permits include oil and propane tanks, safety inspections for uses and other inspections. The various permits require review, payment, and approvals to move forward.
- Provides support for residents and outside inquiries and/or needs.
- Provides reports for functions including runs and billing, fire permits, incidents such as building or vehicle fires and others.
- Handles phone calls and inquiries.
- Responsible for accounts receivable and deposit for donations.
- Submits summarized weekly incident report for publication.
- Maintains, creates invoices, mails, and collects annual Radio Box fees.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Associate's Degree in business, secretarial science, or related field. Minimum, three years' experience in office administration and financial work; or an equivalent combination of education, and experience.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of office procedures, computer programs and equipment, accounting, and department payroll. Knowledge of technology including office software. Knowledge of HIPPA laws. Familiarity with pertinent state and local laws relating to departmental operations.

Ability: Ability to plan and prioritize work and perform multiple tasks; work independently and be self-motivated. Ability to maintain highly confidential information. Ability to communicate effectively both written and verbally. Ability to establish and maintain excel spreadsheets. Ability to deal effectively and tactfully with the public.

Skill: Proficient skill in computers and appropriate software applications including Microsoft Office (Excel and Word) Aptitude for numbers and details. Excellent organizational and office management skills.

Physical Requirements:

EXECUTIVE ASSISTANT TO FIRE CHIEF

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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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, minimum physical effort is generally required to perform duties in typical office conditions. This position is regularly required to sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects and equipment. Employee may occasionally lift and/or move objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs a variety of responsible duties of an administrative and technical nature requiring the exercise of judgment to interpret guidelines and carry out assignments independently; work at this level requires a working knowledge of departmental operations, local and state laws.

Supervision Received: Work is performed under the supervision of the Fire Chief.

Supervision Given: None.

Job Environment:

- Work is performed under typical office conditions; work environment is moderately loud, and subject to routine interruptions.
- Operates computer, calculator, copier, facsimile machine, and other standard office equipment.
- Makes frequent contacts with the general public, other town departments billing agency, hospitals, and fire departments. Contacts are by phone, through correspondence, email, and in person; they generally consist of an information exchange dialogue, discussing routine issues.
- Has access to confidential and sensitive departmental information. This information requires the application of appropriate judgment, discretion, and professional office protocols.
- Errors could result in delay of service and legal and/or financial repercussions.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer