

City of Milton

Job Description

Job Title:	Fire Administrative Assistant (Part-time)
Department:	Fire
Reports to:	Fire Chief
Compensation:	\$9.70 - \$14.57 per hour + benefits

General Description

Performs administrative support work in support of Fire Department operations, functions, and programs. Serves as administrative assistant to the Fire Chief and performs the full range of administrative support services for the Chief and other Fire Department personnel. This position is required to be a member of the International Association of Machinists and Aerospace Workers Union.

Essential Responsibilities

1. Gathers data and prepares reports
2. Maintains records and prepares reports for volunteer reimbursement
3. Processes purchase orders, maintains monthly budget records and reconciles records with printouts received from the Finance Department
4. Answers telephone for Fire Department, providing information about Fire Department programs, activities or events to the public and other agencies; screens calls to determine proper referral
5. Prepares response letters for the Fire Chief and other department personnel
6. Maintains department calendar and schedules appointments
7. Maintains and updates all volunteer personnel records.
8. Assists in volunteer recruiting process, including maintaining accurate records
9. Establishes and maintains all administrative files for the department
10. Attends and takes minutes for meetings as requested by the Fire Chief
11. Occasionally oversees volunteer or temporary office staff, as assigned
12. Other duties as assigned

Qualifications

1. High School diploma or GED required
2. Good clerical and accounting skills, including filing, typing, computer and basic office equipment use
3. Excellent customer-service skills
4. Skill in obtaining, researching, clarifying, and exchanging information
5. Ability to effectively multi-task
6. Ability to organize, prioritize, work effectively under time restraints, and to follow-through on assigned tasks

7. Excellent oral and written communication skills
8. Excellent interpersonal skills; a “team player”
9. Ability to discern sensitive information and protect confidentiality
10. Valid Washington state driver’s license or the ability to obtain one

Other:

1. Washington State Emergency Medical Technician or First Responder Certification desirable
2. Sunpro (aether) software experience desirable

Tools and Equipment Used

Personal computer, including word processing and spreadsheet software, calculator, copy and fax machine, telephone and recording systems, and other general office equipment.

Physical Requirements

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, the employee is frequently required to sit, talk, stand, hear, walk, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel or crouch. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus.

Work Environment

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the apparatus bay.

The duties listed above 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.

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