Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 4.1.72

2. SUBJECT: ***Job Description – Administrative Assistant***

3. POLICY: The Administrative Assistant position is established to provide Secretarial duties and Administrative responsibilities to meet the needs of Grant County Fire District 3.

4. SCOPE: This Policy and Procedure is applicable to the Administrative Assistant of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief shall ensure that this Policy and Procedure is adhered to.

   B. The Administrative Assistant shall adhere to the Policy and Procedure.

6. PROCEDURE:

   A. Supervision Received: The Administrative Assistant shall report to the District Fire Chief or designee.

   B. Supervision Exercised: None

   C. Essential Duties and Responsibilities:

      1. Shall comply with all Grant County Fire District 3's Policies and Procedures, general orders, and directives.
      2. Shall work up to forty (40) hours a week unless otherwise approved by the District Fire Chief or designee.
      3. Shall advise the District Fire Chief, or appropriate staff, of any developing problems or events in the District.
      4. Shall maintain a neat and orderly work area and appearance and is responsible for scheduling or coordinating coverage of the reception area when needed.
      5. Shall serve as the receptionist for the District and in that capacity fulfill the following:
         a. Shall acquire and maintain proficiency in business telephone skills and train all personnel.
         b. Shall remain current in outdoor burning regulations. Posting information, informing and provide training to all personnel as required.

c. Shall make recommendations and prepare draft press releases to inform the public of changes.
d. Shall promote the district and maintain good relations with the public and answer all questions to the best of their ability, when unable to answer a question, shall refer them to the proper person.
e. Shall manage, order, inventory office, District and facility supplies, and reorder as necessary or requested by staff.
f. Will be responsible for processing both incoming and outgoing mail and packages.

6. Shall be proficient in the District's office equipment. Shall assist/and train personnel when requested.
7. Will assist administrative staff with scheduling, special projects, reports, and other daily/weekly/monthly tasks as assigned. Will be responsible for creating the final form of a variety of correspondence, memoranda and reports. Assist with public information and press releases under the direction of the District Fire Chief or designee. Assisting with the maintenance of all social media (i.e. website, Facebook)
8. Scheduling of District facilities verification usage contracts are signed, and usage fee is collected. Verify condition of training room after usage and report any issues to the User and District Fire Chief. Train staff on the scheduling procedure.
9. Will ensure that members and public are well informed of events and activities. (i.e. Training schedule, newsletters and announcements, etc.)
10. Prepare and submit invoices for reimbursements as needed for the Fire District and serve as cashier including receipting of payments and various other monetary transactions.
11. Shall be custodian of advance travel requests and Per Diem justification/verification of amounts. Shall issue and track all types of credit cards issued to volunteer members.
12. Acts as custodian of Grant County Fire District 3's documents, records, news articles, press releases, archive materials, etc. Will maintain current status on retention schedules.
13. Update and maintain inventory books of Apparatus and Licensing.
14. Custodian of the official electronic version of the Policy & Procedures as approved by the Board of Commissioners and ensure that all updates are distributed/posted as required.
15. Submits a monthly activity report to Commissioners.
16. Shall verify and submit quarterly City Report to the District Fire Chief for distribution.
17. Shall process insurance requests and receipts pertaining to incidents for fire and EMS reports.

18. Ensure that all fire and EMS reports are submitted as required by law.
19. Shall process and maintain both volunteer and career personnel applications and personnel files, including processing criminal history backgrounds, driving records, physicals and any additional documentation.
20. Shall track all personnel training and incident participation and certifications and provide the necessary reports for compliance review.
21. Calculates point values for volunteers and submits Widows and Orphans deduction for Annual points stipend.
22. Maintain Career personnel vacation records and leave records.
23. Shall ensure the following requirements are met by volunteers:
    a. HIPAA (Health Information Portability Accountability Act).
    b. Physical completed.
    c. Respirator Evaluation Completed.
    d. Board of Volunteer requirements.
    e. I-9's verified and W-4's completed.
    f. Medical releases received after injury.
    g. Track HBV Shots for Volunteers.
    h. And any other requirements as added.
24. Prepare agendas, attend and take minutes when requested for District meetings.
25. Privacy Officer and maintain training as available.
26. Shall input hydrant and flow calculation for the City of Quincy, Crescent Bar, George and Sunland Estates and other areas pertaining to hydrant information.
27. Assist with District functions (i.e. public education, banquets, special events), preparations, scheduling, permitting, documents and other activities as needed.
28. May be required to perform additional tasks or responsibilities beyond those listed, to support organizational needs.

D. Peripheral Duties:

1. Attends periodic schools, conferences, workshops and seminars as directed by the Board of Commissioners or the District Fire Chief to maintain a high degree of ability, knowledge and understanding of fire service methods, practices, developments and attitudes.
2. Maintains contact with general public, District Officers and other District officials in the performance of Grant County Fire District 3's activities.
3. Maintains a basic first aid card
4. Provides assistance to walk-in first aid patients, when needed.

E. Knowledge Ability and Skills:

1. Ability to meet and deal with the public in a courteous and professional manner and promote a positive image of Grant County Fire District 3.
2. Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and two (2) years increasingly responsible related experience, or any equivalent combination of related education and experience.
3. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures.
4. Skill in operation of listed tools and equipment.
5. Ability to perform cashier duties accurately; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

F. Special Requirements:

1. Must be eighteen (18) years of age or older at time of hire.
2. Have not been convicted of a job-related crime or released from prison within the last 10 years.
3. Ability to read and write the English language.

G. Tools and Equipment Used: Telephone system; personal computer, including word processing software; copy machine; postage machine; fax machine; calculator.

H. Physical Demands: 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.

1. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
2. The employee must occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

I. Work Environment:

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise is the work environment is usually quiet in office settings.
2. The duties listed above are intended only as illustrations of the various type 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.

NOTHING CONTAINED IN THESE JOB DESCRIPTIONS OR ANY OTHER WRITTEN POLICY OF THE DISTRICT IS INTENDED TO BE PART OF ANY EMPLOYMENT RELATIONSHIP OR CONTRACT. THESE JOB DESCRIPTIONS FOR THIS FIRE DISTRICT OR ANY OTHER WRITTEN POLICY OF THE DISTRICT ARE MERELY STATEMENTS OF DISTRICT POLICY AND DO NOT AMOUNT TO PROMISES OF SPECIFIC TREATMENT. FURTHERMORE, THE DISTRICT RESERVES THE RIGHT TO MODIFY THE AFORMENTIONED JOB DESCRIPTION AND DISTRICT POLICIES AT ANY TIME.