Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 4.1.80

2. SUBJECT: ***Part-Time Administrative Assistant to the District Fire Chief***

3. POLICY: The Part-Time Administrative Assistant to the District Fire Chief provides essential support to the Fire District. This role focuses on helping keep leadership on track by assisting with scheduling, communications, project tracking, and general administrative tasks.

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

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is adhered to.

   B. The Part-Time Administrative Assistant to the District Fire Chief is responsible for complying with the Policy and Procedure.

   C. This part-time position requires regular direction and independent judgment. The position is limited to no more than twenty hours per month unless otherwise approved by the District Fire Chief. As a part-time role, it is not eligible for benefits.

6. PROCEDURE:

   A. Supervision Received: Part-Time Administrative Assistant to the District Fire Chief will receive supervision from the District Fire Chief.

   B. Supervision Exercised: None.

   C. Essential Duties and Responsibilities:

      1. Assist the Fire District in tracking key projects, deadlines, and administrative tasks to ensure smooth operations.
      2. Facilitate communication among District Personnel and other stakeholders.
      3. As needed, may provide organizational support to District leadership by preparing documents, generating reports, drafting memos, maintaining

administrative records, coordinating meetings, managing schedules, sending reminders, and creating presentations.
4. Support leadership in meeting upcoming obligations in a timely manner.
5. Assist in the planning and coordination of department events, ceremonies, and special projects.
6. Handle sensitive information with professionalism and confidentiality.
7. Perform general clerical and administrative support as assigned by the District Fire Chief.

D. Peripheral Duties:

1. Maintains contact with the general public and District personnel in the performance of Grant County Fire District 3 activities.

E. Knowledge Ability and Skills:

1. The 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. Able to handle stressful situations.
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 of 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 the operation of listed tools and equipment.
5. Demonstrate written and oral communication skills sufficient to maintain productive working relationships both internally and externally as well as prepare detailed reports.

F. Special Requirements:

1. Must be twenty-one (21) 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 accommodation 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: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet in office settings.

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 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 AFOREMENTIONED JOB DESCRIPTION AND DISTRICT POLICIES AT ANY TIME.