

**TIMBER MESA FIRE MEDICAL DISTRICT
JOB DESCRIPTION**

ADMINISTRATIVE ASSISTANT

GENERAL SUMMARY:

Responsible for various administrative and general office functions. Provides support to Chief officers and division staff as needed.

SUPERVISION RECEIVED:

Works under the supervision of the assigned Battalion Chief or Deputy Chief.

SUPERVISORY RESPONSIBILITIES:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides administrative support as needed to the Deputy Fire Chief or other officers.
- Performs typing/word processing assignments including correspondence and data entry; distributes internally or externally as appropriate.
- Maintains records within assigned division, ensuring adherence to District's records retention schedule.
- Collects and enters data from run reports as assigned; maintains control of information and access.
- Answer incoming calls, provides general information, and/or routes callers to the appropriate staff member as necessary.
- Receive the public, answers questions, and/or directs them to appropriate staff member.
- Responds to inquiries from staff, providing information and assistance as necessary.
- Coordinates purchasing within assigned division, including ordering, verifying purchase orders and coding to appropriate accounts.
- Handles District-related travel arrangements, including making air/lodging reservations, submitting for per diem and/or reimbursement payments, and ensuring appropriate back-up documentation.
- Plans and coordinates special events, meetings, and other departmental functions.
- Maintains and manages AV equipment, provides notification to appropriate staff for necessary repair and/or replacement.
- Assists with maintaining District SOG's/SOP's in order to ensure that revisions are documented and distributed to personnel.
- Provides clerical support for annexation processes, including determining parcels and affected voters, mailing letters, preparing related information for Board meetings, handling petitions, and mailing notices.

- Provides back up for accounts payable, billing/accounts receivable, and/or payroll processing as necessary.
- Attends Board meetings as assigned, preparing minutes of proceedings.
- Assists with special projects as assigned.
- Assists with grant administration as needed.
- Helps evaluate and support programs and policies that will improve the efficiency of office operations.
- Develops and maintains an awareness of all essential office duties and District operations in order to manage an efficient office environment.
- Handles confidential information appropriately.
- Interacts with all District personnel, Board Members, and the general public in a positive, courteous, and tactful, manner that exemplifies the Fire District mission and maintains a positive working environment.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS:

- High School diploma or general education degree (GED) required.
- 18 years of age or older
- Valid Arizona Driver's License
- Meet insurability requirements of district insurance carrier
- Read, write, and speak the English language
- Two years of accounting experience (preferred)

KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of:

- financial programs and systems.
- operation of modern office systems and equipment.
- operation of modern computer systems and office and accounting software.
- word processing, spreadsheets and other advanced computer programs.
- proper grammar, spelling, mathematics and editing.
- fire district services.

Ability to:

- prioritize work to meet goals, objectives and deadlines.
- handle sensitive information in an appropriate manner.
- work independently and/or follow instructions.
- demonstrate effective oral and written communications skills.
- interact effectively with district personnel, personnel from other agencies and the public.

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. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

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 level in the work environment is usually moderate.

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