

# BONITA SPRINGS

*Fire Control and Rescue District*



<b>Position</b>	<b>Administrative Assistant</b>	<b>Department</b>	<b>Administration</b>
<b>Reports to</b>	Administrative-Finance Director	<b>Supervisor to</b>	None
<b>Effective date</b>	September 2016	<b>Revision date</b>	September 2016
<b>Pay Grade</b>	12	<b>FLSA Status</b>	Non-Exempt
<b>Union</b>	Civilian	<b>Pension</b>	Civilian

## ***Purpose of Administrative Assistant:***

The purpose of the position is to provide clerical support to the Administration Division. The work involves the application of independent judgment and knowledge of departmental procedures, regulations, and district policies. Accuracy and completeness of work is essential. The work requires the exercise of mature judgment and thorough knowledge of major divisional relationships, divisional programs, and goals. Other responsibilities include coordination and resolution of a variety of work assignments, and effective communication with the public and all levels of district personnel to maintain effective and efficient departmental operations. Work is evaluated by observation of results and is reviewed by oral and written reports and conferences with supervisor.

## ***Pre-Qualifications for Administrative Assistant:***

*The requirements listed below are representative of the education, experience, and knowledge required for the position.*

<b>Education and Experience</b>	Intermediate level computer experience; ie. Excel, Word, Power Point, Outlook, Internet, Publisher, and Adobe/Acrobat
	Associates Degree in related field of study <i>is preferred</i>
	Three years of administrative experience in related work environments
<b>Licenses</b>	Valid Florida Driver's License

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### ***Physical Requirements of Administrative Assistant:***

The Administrative Assistant is required to remain in a stationary position at a workstation for extended periods of time, with the occasional need to traverse or position their-self to access office machinery or cabinets; as well as occasionally moving, transporting, or positioning objects weighing up to 20 pounds; and occasionally operating district vehicles.

### ***Mental Requirements of Administrative Assistant:***

The Administrative Assistant is required to complete routine work, follow procedures, and use critical thinking to solve problems which may require intensive understanding of a restricted field and complete familiarity with the functions of the agency. There may be exposure to unusual pressure and stressors while performing clerical, manual, or technical tasks prescribed by standard practices. Tasks may require computation, the use of several procedures, and the use of independent judgments with obvious choices. Normal attention is required for accurate results.

### ***Essential Functions Disclosure for Administrative Assistant:***

The essential functions of this job description, described as responsibilities, skills, and knowledge, are based on tasks which are critical to successful job performance. The process, time, quantity, and/or quality of the essential function may be determined by a supervisor, if it is not clearly defined in the job description. The essential functions listed may focus on the required outcome rather than the process of performing the essential function.

### ***Environmental Exposures of Administrative Assistant:***

The Administrative Assistant works in a fast-paced office setting with frequent interruptions. A need to assist a diverse group of customers, co-workers, and superiors is required. Work may be performed in meeting rooms within District premises or within the Community. There may be the occasional need to pick up or deliver objects/items. There may be the occasional variance in noise level ranging from quiet to loud tonal noises. There are no predetermined hazards.

### ***ADA Compliance Disclosure for Administrative Assistant:***

The Bonita Springs Fire Control and Rescue District complies with the American with Disabilities Act (ADA). Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not prohibit or restrict additional tasks that may be assigned. This job description is subject to change at any time.

### ***Description Disclosure for Administrative Assistant:***

This job description is not a contract of employment or a guarantee of continued employment. The Bonita Springs Fire Control and Rescue District has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

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## ***General Responsibilities of Administrative Assistant:***

*The tasks listed below are those that represent the general responsibilities while working in this class. Management may assign additional tasks related to the type of work of the class as necessary.*

Answers telephone; screens calls; provides requested information; takes and relays messages.

Greets visitors with courtesy and tact; answers questions or refers to a supervisor for clarification/resolution.

Assists walk-in emergencies and summons appropriate personnel for help.

Provides back-up coverage for Receptionist tasks; specifically, but not limited to, lobby and phone coverage.

Creates and maintains files for order and retrieval, according to accepted record keeping practices and departmental policies.

Types correspondence, forms, documents, and other materials as required in departmental operations.

Opens, sorts, and routes incoming mail, faxes, and deliveries; prepares outgoing mail.

Photocopies and faxes required materials.

Ensures adequate maintenance of supplies; maintains inventory check.

Ensures clean and tidy common areas and office space.

Represents the District professionally to the Public and other agencies.

Performs other job-related duties as required.

## ***General Knowledge Requirements for Administrative Assistant:***

*The requirements listed below are within the scope of the job description and inclusive to the work assigned. The Administrative Assistant shall have an appropriate level of knowledge in these requirements upon hiring, with the understanding that these requirements will be mastered while employed with the Bonita Springs Fire Control and Rescue District.*

Professional business writing and written correspondence skills.

The knowledge of computer skills and programs.

Efficient utilization of fax and copy machines.

Proper grammar, spelling, proofreading, and editing skills.

Basic math and calculating skills.

Proper phone etiquette.

Typing skills.

The knowledge of departmental policies and procedures.

The knowledge of local, state, and federal laws.

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## ***Essential Administrative Responsibilities of Administrative Assistant:***

*The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.*

Inputs fuel data into the database.

Notifies recipients of package deliveries.

Schedules office equipment repair.

Maintains files, inputs data, and scans paperwork as requested.

Maintains Outlook attendance calendar and Fire House for all Administration employees; compares leave slips for accuracy.

Organizes and updates personnel databases and incoming paperwork as requested.

Organizes and updates inventory databases and incoming supplies as requested.

Performs Librarian functions in the District's Library; such as organizing, filing, categorizing, and ensuring overall efficiency.

Performs Historian functions; such as organizing, filing, categorizing, and documenting happenings of the District.

Maintains all bulletin boards to relay information to the public and to comply with federal, state, and local laws.

Matches checks to invoices and prepares paperwork/checks to be mailed as requested.

Assist all Administration/Prevention personnel by providing clerical/administrative assistance; such as copying, faxing, filing, corresponding, reviewing, researching, compiling, sorting, preparing and processing, collecting and distributing, as requested by any Chief and member of Administration, including Training, Logistics, and Maintenance, or as anticipated by the Administrative Assistant.

## ***Essential Clerk Responsibilities of Administrative Assistant:***

Orders office supplies

Assists CPR Coordinators with registering public for CPR classes and mailing CPR cards as requested.

Assists in coordinating and scheduling the Conference Room Calendar while communicating the rules of the conference room with the public, governmental, or non-profit agencies to ensure efficient scheduling and maintenance of the room.

Prepares packages for delivery through USPS, UPS, and Fed-Ex.

Performs basic housekeeping and maintenance in lobby, conference room, kitchen, breakroom, and front desk area.

Assists the public by ensuring proper coverage of the lobby area and phones, so the public is greeted at all times.

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## ***Essential Prevention Responsibilities of Administrative Assistant:***

*The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.*

Prepares and processes invoices for new construction, as well as failed inspections and flow tests.

Enters permits, uses, and blue prints into appropriate database (s).

Notifies recipients of package deliveries.

Schedule inspections and fire flows.

Mails and faxes copies of inspections to management companies and contractors, or requesting parties.

Updates site plans and newly assigned addresses from 911 addressing in database.

Maintains files, input data, and processes hydrant flow tests.

Faxes or mails flow test results to contractors and engineering companies.

Organizes and faxes 902's and Certificates of Occupancies.

Maintains Outlook Attendance Calendar and Fire House for all Fire Prevention employees; compares leave slips for accuracy.

Maintains organization in files and within the file room, plan room, or other areas where organization would create efficiency.

Assists all Fire Prevention personnel by providing clerical/administrative assistance; such as copying, faxing, filling, corresponding, reviewing, researching, compiling, sorting, filling, preparing and processing, collecting and distributing, as requested by any member of Fire Prevention or as anticipated by the Prevention Assistant.

## ***Essential Accounting Responsibilities of Administrative Assistant:***

Reconciles and collects fire flow, inspection, plan review, and any fees associated with Fire Prevention	Daily
Reconciles fees paid by credit card and submit to the Finance Department	Daily
Submits cash and checks to the Finance Department	Weekly
Reconciles and collect overdue invoices and submit to the Finance Department	Monthly

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## ***Essential Skill Requirements for Administrative Assistant:***

*The requirements listed below are within the scope of the job description and inclusive to the work assigned. The Administrative Assistant shall have an appropriate level of skill in these requirements upon hiring.*

Serves the public, our customers, professionally and timely.

Multi-tasks, follows orders, technical instructions, and procedures as directed by a supervisor, while prioritizing multiple assignments and tasks as required on a daily, weekly, and/or monthly basis.

Interfaces and communicates well, both verbally and written, with all departments and support personnel.

Maintains a high level of confidentiality is required when handling confidential issues and materials.

Performs special projects as assigned.

Performs computer related functions, ie. email, word processing, data entry, and troubleshooting is required in programs applicable to the position.