CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Fire Administrative Secretary**	**UNION:1937**
		SG:110
CLASS TITLE:	**Administrative Secretary**	**CS:Y**
		FLSA:Y
DEPARTMENT:	**Fire**	**EEO4CODE:AS**

JOB SUMMARY:

Performs a variety of secretarial and complex administrative duties to support the Fire Department. Requires knowledge of City and Fire Department policies and procedures. Uses independent judgement to complete assignments for division staff. Serves as primary time administrator for the department. Handles a variety of general and confidential inquiries from citizens and employees and assists in coordinating responses. Maintains a variety of computerized and hard copy records. In accordance with department policies and procedures, gathers and processes data and generates related reports as requested. Assists with disaster mitigation processes when requested.

SUPERVISORY RELATIONSHIPS:

Reports to the Fire Administrative Services Manager. Receives assignments from, and has work reviewed by, the Fire Chief, Assistant Chiefs, Division Chiefs, Training Captains, and the Fire Administrative Services Manager. Works independently under general supervision and the guidance of City and departmental policies and procedures, Collective Bargaining Agreements, City regulations and applicable state law. Serves as lead to the Fire Department Office Assistant.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Serves as primary time administrator for the Fire Department with responsibility for conducting all department-based payroll activities. Activities include annual operational schedule entry and maintenance in City HRIS system; bi-monthly time sheet data entry; preparation and submittal of payroll corrections; and, accurate coding and tracking of employee leaves, specialty premiums, position control, vacation balances, overtime coding and employee approvals. Submits payroll appointments for new hires, separations, transfers/promotions, shift changes, assignments, and premium changes. Maintains compensatory time records and reconciles annual vacation usage.

2. Serves as the District secretary for monthly commissioner meetings. Prepares agendas and supporting materials, takes and transcribes meeting minutes. Prepares and distributes final minutes and reports and conducts follow-up assignments. Prepares public notices of meetings as necessary.

3. Maintains a variety of departmental information and records by publishing and updating notices and content on internal and external websites, and by establishing, organizing, and updating digital and electronic records. Prepares records and records retention schedules, arranges transmittal of records to Records Center for storage and/or destruction or arranges retrieval of materials as directed.

4. Provides administrative and logistical support for Fire Department recruitment, interviews and

new employee onboarding. Submits vacancy fill requests and works with Human Resources to draft offer letters. Coordinates and tracks paperwork and status of pre-employment requirements, conducting follow-up as needed. Ensures department onboarding processes are followed in a timely manner. Provides administrative coordination with Information Technology Service Department for staff access to City telephone and computer.

5. Provides administrative support to division personnel: composes and types, using a personal computer or typewriter, routine correspondence; prepares meeting agendas, attends meetings, prepares minutes from a variety of sources (handwritten notes, tapes, etc.), distributes meeting materials as appropriate. Maintains computerized master calendars and generates periodic schedules for administrative review. Using appropriate software, creates department forms as assigned.

6. Maintains and disseminates information to appropriate individuals and agencies. Enters report data into computerized systems to maintain accurate and current records; generates various reports as directed. Assembles and compiles information for statistical reviews and required reports. Prepares and mails reports and related correspondence according to established procedures and schedule. Maintains tickler system of required reports submitted by department officers and staff. Reviews submitted reports for compliance with reporting requirements and standards. Notifies appropriate supervisors of deficiencies in reports.

7. Serves as lead to the Fire Department Office Assistant. Organizes, assigns and monitors work; provides training, technical guidance and feedback. Provides feedback on employee performance to supervisor.

ADDITIONAL WORK PERFORMED:

1. Provides back-up reception for phones and walk-in customers.

2. Provides back-up for distribution of controlled drugs.

3. Performs other related duties within the scope of the classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Thorough knowledge of software applications with the ability to perform extensive editing and formatting of documents and prepare large documents for publication.
- Thorough knowledge of office principles and practices and an ability to use standard office equipment such as computers, copiers, fax machines, and multi-line electronic digital phone systems, etc.
- Purposes, practices, and policies of the Fire Department, including the operational relationships between City departments, and other government agencies and community groups.
- Working knowledge of relevant Federal, State and Local program-related codes and regulations, policies and procedures.
- Parliamentary procedures, rules governing public meetings and public disclosure guidelines.

Skill in:
- Good literacy skills, including reading, business and technical composition; knowledge of standard English usage, spelling, punctuation, grammar and letter format. Ability to compose

routine correspondence and to proofread and edit the work of others.
- Strong computer skills including word processing, data entry/retrieval, recordkeeping, spreadsheet applications.
- Transcribing spoken/dictated/taped material and prepare summary minutes of public forum meetings, accurately and in a timely manner.
- Exceptional time management skills with proven ability to prioritize workload for completion in a timely manner and in accordance with strict deadlines.
- Strong oral communication and interpersonal skills to establish and maintain effective working relationships with diverse groups of people including department staff, public officials, concerned citizens and personnel from other City departments or local agencies.
- Strong skills in providing customer service to internal and external customers using tact, courtesy and good judgment.
- Strong skills in organization and planning, problem analysis, decision making, adaptability and flexibility.

Ability to:
- Work independently to carry out the responsibilities of the position.
- Follow written and oral instructions.
- Ability and willingness to learn new computer applications.
- Work independently or as a member of a team depending on project's needs.
- Maintain the confidentiality of sensitive information, materials and inquiries.
- Work quickly and accurately with strict attention to detail while processing a large volume of work in an atmosphere of frequent interruptions.
- Adapt, be flexible and tolerate the stress of deadlines and changes.
- Perform as a lead worker and prioritize, delegate and review work assignments of office assistant, including ability to give written and oral instructions.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Result Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job including:
  - Frequently operating a computer and read a computer screen or typewritten page;
  - Frequently communicate verbally;
  - Move between work sites;
  - Occasionally transport objects up to twenty-five (25) pounds.

WORKING ENVIRONMENT:

Work is performed in a busy office setting at a computer workstation with long periods of sitting or standing. Environment includes a normal range of noise and other distractions with low everyday risks working around standard office equipment. Occasional weekend and evening work may be required due to attendance at various board and/or committee meetings or to meet payroll deadlines.

EXPERIENCE AND TRAINING REQUIREMENTS:

- One year of coursework or training in business administration or related field.
- Three (3) years recent administrative experience including public reception in a busy office environment; technical or business school training in office occupations may substitute year-for-year for experience requirement, up to a 2-year maximum.
- Municipal or other government experience preferred.

- Proficient in the use of computerized information systems: word processing, spreadsheets, computerized record keeping and file management applications including Microsoft Office required.
- Ability to type 60 WPM net required.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal background check.
- Ability to work evenings occasionally due to attendance at various board and/or committee meetings.

PREPARED BY: Kerry McCarthy
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11/88

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