



Position Title:

Administrative Assistant (part-time)
FLSA Status
Union Membership: Non - Represented

Position Purpose:

The Administrative Assistant is responsible for all secretarial duties for the Grand Blanc Fire Department. This position also provides secretarial services for the Fire Chief, Deputy Chiefs, and Fire Inspector. This person must have the ability to solve problems in office procedures and assists in accomplishing routine business. The employee is required to have thorough knowledge of department rules, policies and procedures, and is responsible for applying this knowledge independently when dealing with the public and employees of the department. This is a confidential position, due to the nature of handling sensitive payroll information and disciplinary files pertaining to Fire Department Employees.

Supervision Received:

Work is performed under the general supervision of the Fire Chief or designee.

Specific duties and responsibilities:

- Plan and implement duties and functions assigned by the Fire Chief.
- Compose letters, memorandums, correspondence, reports, contracts, special services billing, and permits that may involve technical or confidential material.
- Schedule appointments for the Fire Chief and assist in maintain Fire Chiefs schedule.
- Route information to appropriate staff members and follow-up as necessary.
- Receive and route incoming telephone calls to appropriate administrative staff.
- Maintain a variety of confidential files for the Fire Chief and Deputy Fire Chief.
- Respond to individuals requesting information by telephone or in person, answer questions and provide information.
- Perform a variety of detailed office administrative tasks.
- Establish and maintain a complete filing system.
- Serve as an agent of the Fire Chief in procuring information from other staff members.
- Process checks for purchases and allocates expenses to the directed budgeted line items.
- Schedule use of Community rooms.
- Receive, stamp and distribute incoming mail; process outgoing mail.
- Operate/maintain office machines and maintain supply inventory.
- Collect data and produce monthly report for Fire Chief, and or his designee and city Manager and Township Superintendent.
- Create and maintain daily roster; personnel roster, including change of address/phone number.
- Register personnel for conferences and seminars
- Provide Fire Officers with necessary guidelines, procedures and forms.
- Prepare contracts for special teams service stand-by and prepare billing for completed services based on overtime for such events.
- Prepare invoices by collecting data (personnel/overtime/materials) after Hazmat, Structural Collapse, Confined Space or Dive Rescue incidents.
- Assist superiors to call in personnel for overtime.
- Assist with hiring, separation, and promotional processes. Set up employee, tags, access codes, keys, tags, etc.
- Composes agendas and distributes notification of meetings,
- Assist the fire chief with the department's annual budget.
- Attend training, seminars and conferences.
- Other duties as assigned.



Qualification for Employment:

Must Have:

- Knowledge of modern office principles, practices and equipment.
- Skilled in the use of personal computers including experience with all Microsoft Office products.
- Ability to prepare and maintain accurate documents and reports, with attention to detail.
- Well-developed organizational skills.
- Good written and verbal communication skills.
- Ability to understand and carry out oral and written instructions.
- Ability to type 60 words per minute.
- Ability to maintain sensitive and confidential, public and departmental information, records and contracts.
- Basic understanding of payroll, mathematics and purchasing.
- Ability to establish and maintain effective working relationships with employees, community leaders and the general public.
- Knowledge of accounting and budgeting practices.

Education and Experience:

- Associates degree in Administrative Assistant program.
- Three to five years of competent secretarial/administrative support experience.
- Possess and maintain a valid Michigan Drivers license.
- Any equivalent combination of education and experience that provides the necessary knowledge, skills and abilities to perform the duties of this position.

Working Environment:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately quiet.

Physical Requirements:

While performing the duties of this job, the employee is frequently required to see, sit and talk or hear. The employee is occasionally required to walk; use hands and fingers to handle or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. 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.

Tools and Equipment Used

Computer, including Word; copy and fax machine, phone with voice mail, calculator, and printer.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

*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 employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.