



Miami Valley Fire District

General Administration

JOB DESCRIPTION

March 8, 2023

ADMINISTRATIVE ASSISTANT/SECRETARY

FLSA STATUS: NON-EXEMPT

REVISED DATE:

APPROVED: *Thomas B. Barnett*

GENERAL PURPOSE

The Administrative Assistant/Secretary is a non-exempt full-time position. This position typically works within the hours of 8:00 am to 4:30 pm, Monday through Friday; however, this schedule may be adjusted to meet business needs.

This individual will also serve as the Board of Trustees Clerk and perform various compliance related activities as assigned by the Fire Chief.

This is a public service position based on trust and credibility. It is a critical requirement of this position to make responsible decisions and to display the ability to perform in a manner that does not damage or endanger the loss of trust with the Board of Trustees, the public, the Fire Chief, co-workers, and other public safety forces.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Administrative Assistant shall perform the following duties pursuant to the direction of the Fire Chief or their designee:

General

1. Greet visitors and employees who enter the Administrative Office.
2. Answer and operate a multi-line telephone system.
3. Act as the main point of contact for all incoming calls to the District and forward the calls to the appropriate employee as necessary or requested.
4. Complete work support requests submitted by the administrative staff.
5. Order and distribute office supplies as needed. Ensure that all office supplies which are maintained in the Administration office are kept neat and orderly.
6. Assist with the inventory and tracking process of organization assets.
7. Draft correspondence, letters, memos, directions, and other documents as needed.
8. Stamp and prepare outgoing mail according to the established postal guidelines.
9. Sort and distribute incoming mail to employees as needed.
10. Act as point of contact for collecting outgoing confidential documents and sorting and distributing incoming confidential documents.
11. Schedule and coordinate meetings and events as needed, including travel arrangements if applicable.
12. Maintain the database and coordinate public use of the training room.
13. Process and prepare printed materials for distribution through the external or internal mail system as needed.
14. Complete tasks related to public relations as needed.
15. Generate and distribute business reports as appropriate or required.
16. Attend meetings as appropriate or required.
17. Prepare agenda, serve as recorder, and prepare final notes for staff meetings.
18. Assist with the management of the EMS billing program.
19. Perform other duties as assigned.



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Human Resources

1. Enter data into the Human Resources Systems.
2. Assist with the creation and maintenance of forms, databases, templates, etc.
3. Assist with the orientation of new employees as needed.
4. Assist with the development, implementation, and presentation of employee training materials as needed.
5. Assist with filing as needed.
6. Distribute, collect, process, organize, and track documents as requested.
7. Assist with the Records Management Program as requested.
8. Create reports on various topics as requested.

Information Technology

1. Act as the IT liaison for employee concerns regarding the computer systems, copiers, records management system, etc.
2. Report usage numbers to the appropriate vendors.
3. Ensure all office equipment is stocked with supplies and in good working condition.
4. Consistently determine new ways to utilize technology to improve work processes.
5. Maintain a record of all hardware and software utilized by the District.
6. Coordinate updates for the software as needed or appropriate.
7. Coordinate a systematic replacement of hardware, per the recommendations provided by a designated third-party IT vendor.
8. Maintain all leases and equipment purchase documents for the office equipment and routinely review the leases for cost saving measures.
9. Ensure the daily server back-up process is completed.
10. Assist in the development and maintenance of the District's website and social media outlets.

Payroll

1. Act as a point of contact to ensure employee timesheets are correct as it compares to the daily schedule.
2. Ensure that the time recorded on the timesheet accurately reflects the hours worked and leave utilized by the employee.
3. Track leave usage by employees to ensure compliance with policies, procedures, and collective bargaining agreement.
4. Input payroll hours and time worked into the payroll software and transmit to the Fiscal Manager for verification and processing.
5. Assist with filing as needed.
6. Assist with the preparation of monthly and/or quarterly reports as needed.

Accounts Payable

1. Reconcile billing invoices and prepare the same for payment by the Fiscal Manager.
2. Record the invoice numbers being paid on the check stubs.
3. Place check and remittance stub in an envelope and prepare for outgoing mail.
4. Attach check stubs to the applicable billing documentation.

Board of Trustees Clerk

1. Serve as the Clerk for Board of Trustee Meetings
2. Prepare resolutions and documents for Board of Trustee meetings.



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3. Prepare agendas, minutes, and memos for Board of Trustee meetings.
4. Ensure compliance with applicable record retention schedule as it relates to agendas, minutes, and other relevant documentation from Board of Trustee meetings.
5. Ensure minutes and agendas are publicly posted as required.

Compliance

1. Submit fire and EMS reports to the State of Ohio as required by law.
2. Act as the point of contact for all incoming records request. Forward all public records requests received to the Human Resources Administrator and remit the processed public records to the requestor.
3. Act as point of contact for all incoming subpoenas, court orders, and search warrants that are served to the District.
4. Serve as the Credit Card Compliance Officer/Custodian and reconcile monthly credit card statements in conjunction with the Fire Chief and Fiscal Manager.
5. Assist with the compliance of all organizational policies and procedures.

QUALIFICATIONS AND REQUIREMENTS

- High school diploma or equivalent (G.E.D.); and
- Associate's Degree in Human Resources, Personnel Management, Business Administration, Finance, Accounting or related field is preferred.
- Three (3) to five (5) years of experience in a similar position is preferred but a minimum of two (2) years is required; and
- Significant experience in customer service, which demonstrates the ability to communicate effectively both orally and in writing with vendors, staff and the public, and the ability to establish effective working relationships with the same; and
- Administrative experience with records related to payroll, budgets, personnel files, and employee benefits; and
- Valid driver's license.

ESSENTIAL FUNCTIONS

- Ability to read and write fluently in the English Language; and
- Ability to communicate effectively both verbally and written; and
- Advanced mathematical skills including but not limited to addition, subtraction, multiplication, and division; and
- Attention to details, good organizational and time management skills; and
- Ability to define problems, collect data, establish facts, and draw valid conclusions, to make educated recommendations and decisions; and
- Ability to manage multiple projects with varied deadlines and prioritize work assignments in an organized, quality, and timely manner; and



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- Works well with others or independently; and
- Proficient with Microsoft Office Suite (Outlook, Word, Excel) to keep accurate and organized records and able to produce reports in a timely manner; and
- Ability to operate various office equipment, including but not limited to a: copy machine, fax machine, postage meter, and various computer software; and
- Understands the importance of and can maintain confidentiality; and
- Is punctual and has reliable attendance; and
- Able to fulfill the physical demands of the position.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 regularly works in an indoor office space. The noise level in the work environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud. The temperature is typically moderate and does not fluctuate often. This position requires a large amount of data input and manipulation on a computer terminal.

SELECTION GUIDELINES

Process may include, but not be limited to the following: oral interview; medical examination (including drug test), and background check.

OTHER PERTINENT INFORMATION

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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer.