

# City of Maumee

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## POSITION DESCRIPTION

**POSITION TITLE:** Administrative Assistant - Fire Division  
**CLASSIFICATION:** Non-exempt

**DEPARTMENT:** Public Safety  
**APPROVED BY:**

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### REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** Fire Chief  
**POSITIONS SUPERVISED:** None

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### POSITION PURPOSE

Responsible for providing administrative and clerical support to the Fire Chief, Fire Fighters, Fire Prevention staff and the EMS Bureau. Types and assembles letters, memos, and reports and other clerical activities. Answers questions and directs telephone calls and visitors. Prepares documents and assembles and maintains statistical data. Performs and oversees specific projects and programs as assigned.

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### ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. **Assumes responsibility for the effective performance of assigned administrative and clerical functions.**
  - a. Receives and screens visitors and telephone calls and either notify staff members or records and relays messages. Directs visitors to proper offices and announces them.
  - b. Answers telephones for all departments and schedules appointments; orders office supplies.
  - c. Types and assembles a variety of documents including memos, letters, and reports. Performs data entry for all three bureaus.
  - d. Files correspondence, memos, records, and reports. Maintains files for all divisions and completes purchase orders for all divisions. Keeps track of all certifications for the Firefighters and Special Fire Personnel.
  - e. Sorts and distributes incoming mail to appropriate employees; sends outgoing mail.
  - f. Prepares payroll for all Fire divisions. Keeps files for all personnel in all divisions.
  - g. Maintains Fire, Ambulance, Fire Prevention and Fire Fighting websites.
  - h. Responsible for training classes by signing those who want to attend and ordering material for the class.
  - i. Responsible for participating in the annual capital and operating budgets for all three divisions.
  - j. Order/Stock all maintenance supplies for Station 1 and Station 2.
  - k. Responsible for new hire on-boarding and for turnover activities for volunteer employees.
2. **Assumes responsibility for preparing and maintaining assigned records and reports.**
  - a. Assembles, tabulates, calculates, and maintains reporting and statistical data on a regular and special basis.
  - b. Prepares documents and reports.
  - c. Grant administration form completion and tracking.
  - d. Record retention upkeep and disposal according to the State of Ohio Sunshine Laws and the City of Maumee Record Retention Schedule.
  - e. Code Red System Administrator.
  - f. Administration and maintenance of Federal DEA and State of Ohio Pharmacy Board licenses.
  - g. HIPAA Compliance Officer.
  - h. Coordinate and track Fire Division personnel certifications.
  - i. Responsible for incoming and outgoing mail.

3. **Assumes responsibility for maintaining effective business relations with clients, vendors, and other business professionals.**
  - a. Resolves or appropriately refers questions, requests, complaints, and problems.
  - b. Obtains and conveys information as needed.
  - c. Promotes goodwill and conveys a positive image of the Fire Division.
4. **Assumes responsibility for establishing and maintaining effective working relationships with division staff and with management.**
  - a. Assists other personnel as needed.
  - b. Assists in directing coordinating clerical staff.
  - c. Keeps management informed of division activities and of any significant problems.
5. **Assumes responsibility for related duties as required or assigned.**
  - a. Performs miscellaneous clerical and administrative tasks.
  - b. Performs special projects as assigned.
  - c. Ensures that work area is clean, secure, and well maintained.

## PERFORMANCE MEASUREMENTS

1. Typing is accurate, neat, and promptly completed.
2. Inquiries are courteously attended to. Good business relations exist with outside professionals and with customers.
3. Telephone calls and visitors are professionally received.
4. Documents and reports are accurately produced and up-to-date. Files are well maintained.
5. Good communication and coordination exist with division personnel and with management. Assistance is provided as needed. Management is appropriately informed.
6. Support functions are well coordinated, directed, and efficient.
7. A professional image is projected and maintained.

## QUALIFICATIONS

<b>EDUCATION/CERTIFICATION:</b>	High school graduate or equivalent. Some college preferred. HIPAA compliance certification training. Notary Public.
<b>REQUIRED KNOWLEDGE:</b>	Knowledge of word processing and spreadsheet applications and record management information systems and emergency response reporting software including ESO, Firehouse and I Am Responding software.
<b>EXPERIENCE REQUIRED:</b>	Two to three years of secretarial experience.
<b>SKILLS/ABILITIES:</b>	<p>Proficient typing skills.</p> <p>Good interpersonal and public relations skills.</p> <p>Solid analytical, creative, and problem-solving abilities.</p> <p>Project management skills and well organized.</p> <p>Able to work well independently.</p> <p>Able to assist, direct, and coordinate others.</p>

## PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

<b>REPETITIVE MOTIONS:</b>	Movements frequently and regularly required using the wrists, hands, and/or fingers.
<b>TALKING:</b>	Must frequently convey detailed or important instructions or ideas accurately and quickly.
<b>VISUAL ABILITIES:</b>	Average, ordinary, visual acuity necessary to prepare or inspect documents or products, or operate machinery.
<b>HEARING:</b>	Able to hear average or normal conversations and receive ordinary information.
<b>PHYSICAL STRENGTH:</b>	Sedentary work; sitting most of the time. Exerts up to 10 lbs. of force occasionally.

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## WORKING CONDITIONS

No hazardous or significantly unpleasant conditions.

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## MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

**REASONING ABILITY:** Able to deal with a variety of variables under only limited standardization.  
Able to interpret various instructions.

**MATHEMATICS ABILITY:** Able to perform basic math skills.

**LANGUAGE ABILITY:** Able to read and prepare business documents and reports.  
Able to communicate effectively with a wide audience.

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## INTENT AND FUNCTION OF JOB DESCRIPTIONS

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

*In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the City.*

*Job descriptions are not intended as and do not create contracts. The City maintains its status as an at will employer and, accordingly, may terminate an employee for any reason not prohibited by law, unless such status as applied to a particular employee is modified by a collective bargaining agreement or the rules and regulations of the Civil Service Commission of the City.*

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Employee name

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Date

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Employee signature