



Job Description

Job Title	Fire Department Office Assistant	Department	Fire
Reports to	Fire Department Coordinator	Salary Level	VI
Classification	Non-Exempt	Revision Date	07.08.2015

I. General Description

This position is responsible for assisting the Fire Department Coordinator in executing routine daily office work, responding to emergencies during the day, grant writing, and public education/relations.

II. Reasonable Accommodations

To perform this job successfully, an individual must be able to perform each essential job duty and physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

III. Essential Job Duties

1. Respond as a driver to fire and medical emergencies during the business hour.
2. Assist with the ambulance billing as directed and maintain accurate records of receipts and receivables. Maintain patient confidentiality in accordance with the Health Information Portability Act.
3. Perform routine tasks such as correspondence, reports, filing, record keeping, monthly reports, meeting packets, mail membership rosters, member files, research, and other duties as assigned..
4. Assist in purchasing including research, bidding, ordering and receiving of goods and services.
5. Assist with grant process including writing narratives, compiling information and assembling materials.
6. Assist in the budget process as directed.
7. Assist with the completion of status and statistical reports for fire and/or EMS including routine reports.
8. Responsible for maintenance of the department library (including, but not limited to: books, videos, DVDs, pamphlets)
9. Assist with the annual update of the City Disaster Response Plan, City Mitigation Plan and Fire Department policies and procedures.
10. Assist with the coordination of fire and EMS training including arranging dates/times, class instructors, class materials, travel and housing arrangements and other duties as directed.
11. Maintain training records for individual members and the department. Maintain an adequate tickler file for training deadlines and expirations.
12. Maintain a schedule of planned training room use.



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13. Participate in training and travel as appropriate to the job.
14. Maintain a comprehensive list of all apparatus and equipment owned by the department, including all equipment assigned to members.
15. Assist in completion of monthly equipment and apparatus check-offs.
16. Assist in completion of annual equipment and apparatus testing.
17. This individual may not apply for Volunteer Membership or hold an elected position within the department.
18. Other duties as assigned.

IV. Knowledge, Skills and Abilities

Knowledge:

This position requires proficiency in the following areas:

1. Working knowledge of computers, word processing and spread sheet software.
2. Must have a valid Alaska Driver's License

Skills and Abilities:

This position must demonstrate the following skills and abilities:

1. Ability to work independently exercising sound judgment and effective working relationships with the public, staff, and volunteers.
3. Ability to perform office and clerical duties.
4. Effective grant writing ability desired but not required.
5. Excellent written and verbal communication skills.
6. Ability to work in a cooperative manner with volunteer members, boards and supervisors.
7. Ability to maintain good public relations on a personal and professional basis.
8. Maintain the confidentiality of information required during service as a City employee.

V. Work Environment and Physical Effort

Office environment. This position is located in an open area office. The employee may be faced with constant interruptions. While performing the duties of this job, employee will frequently be required to use hands and fingers dexterously to operate office equipment. The employee may have to spend long hours sitting and using office equipment and computers which can cause muscle strain. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; strength to lift and carry materials weighing up to 50 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

VI. Education and/or Experience

Education:

1. High school diploma or General Equivalency Degree (GED).



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Experience:

1. Prior office/clerical experience.

VII. Certification and Training

1. National Incident Management System (NIMS) compliance training and certification.
2. Must obtain CEVO: Fire and Ambulance certification within two (2) months of hire.
3. Must obtain Emergency Trauma Technician (ETT) certification within twelve (12) months of hire.

VIII. Supervisory Responsibility

None

IX. Scope of Employment

Regular, full-time, (40) forty hours per week, non-exempt.

X. Acknowledgment

I understand the duties of this position as detailed in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed with the above employee.

Supervisor: _____ Date: _____

This job description approved by:

	Initials	Date
Department Head:	_____	_____
City Manager:	_____	_____