



# SELKIRK FIRE DISTRICT BOARD OF FIRE COMMISSIONERS



TOWN OF BETHLEHEM – NEW YORK

SERVING: SELKIRK • GLENMONT • SOUTH BETHLEHEM

MAILING ADDRESS: P.O. BOX 5, SELKIRK, NEW YORK 12158

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## **JOB DESCRIPTION - ADMINISTRATIVE ASSISTANT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

To perform a variety of responsible clerical, secretarial and administrative duties for the Fire Chief, and Board of Fire Commissioners of the Selkirk Fire Department. This job creates an “at-will” employment relationship between the employer and the employee. The employer may terminate the employee at-will at any time for any reason”.

### **DISTINGUISHING CHARACTERISTICS**

This a secretarial and clerical position responsible for administrative support related to the daily operation of a large Fire Department as the administrative Assistant for the Chief of the Fire Department. This class can be further distinguished by the amount of independence and discretion in judgment with which the incumbent is expected to operate.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Fire Chief and the Board of Fire commissioners.

### **EMPLOYEE WHO IS ALSO A MEMBER OF THE SELKIRK FIRE DEPARTMENT.**

If the employee is also a member of the Selkirk Fire Department, the employee acknowledges and agrees that the services provided pursuant to this Agreement do not constitute the performance of any duties or responsibilities as a member of the Selkirk Fire Department. Any services provided pursuant to this Agreement are completely separate from any of the employee’s duties or responsibilities as a member of the Selkirk Fire Department.

### **ESSENTIAL DUTIES & JOB RESPONSIBILITES**

*Essential responsibilities and duties may include, but are not limited to the following:*

- Perform a wide variety of responsible and confidential duties for the Fire Chief.
- Maintains Fire department records.
- Maintain personnel records.
- Maintains SFD Rosters, Telephone Listings etc.
- Maintains NYS Fire Reports/Records.
- Assists with the record keeping of the Service Awards Program as assigned.

- Maintain and administer the District's website and e-mail system.
- Check the telephone system Voice Mail and Fax Machine for messages each day.
- Examine all incoming mail and notify recipient by phone of any urgent correspondence.
- Interpret Department policies, rules, regulations and procedures for fire prevention, Public education, training and departmental records and reports in response to inquiries and refer as directed.
- Preparing and processing of Fire Department administered forms, and files.
- Independently respond to letters and general correspondence of a routine nature.
- Make travel arrangements, maintain appointment schedules and calendars, and arrange meetings and conferences.
- Type a variety of materials including general correspondence and memoranda.
- Participate and assist in the administration of the Fire Department; prepare comprehensive reports, charts and graphs as directed.
- Assist the Chief in the accusation of equipment, supplies and maintaining inventories.
- Research, compile, and analyze data for special projects and various reports.
- Initiate and maintain a variety of files and records.

**Ability to:**

- Understand the organization and operation of the Selkirk Fire District as necessary to assume assigned responsibilities.
- Communicate clearly and concisely both orally and in writing.
- Compose general correspondence and letters.
- Work cooperatively with other Fire Departments, City officials and outside agencies.
- Interpret and apply administrative and Fire Departmental policies, laws and regulations.
- Operate and use modern office equipment including the Fire Department's computer network and be proficient in word processing (including Microsoft Word, Excel & Power Point).
- Work independently in the absence of supervision to provide administrative continuity within the Fire Department.
- Compile and maintain complex and extensive records and prepare routine reports.

- Maintain confidential data and information, including Fire Department personnel records.
- Understand and carry out oral and written directions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Type at a speed necessary for adequate performance of assigned duties.
- Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

**Minimum Qualifications:**

- A. Bachelor's Degree from a regional accredited or New York State registered college or university and one (1) year of responsible office experience in a public or private business; or,*
- B. Associate's degree and three (3) years of experience as noted in A above; or,*
- C. Graduation from a high school or possession of a GED and five (5) years of experience as noted in A above.*
- D. Experience and knowledge in the use of modern office practices, procedures, methods and equipment.*

**WORK ENVIRONMENT**

Indoors in a Fire Station atmosphere, Using computer/computer monitor screen, works around others, works alone, works with others.