



**JOB DESCRIPTION
CITY OF TROY, AL
INTERNAL/EXTERNAL**

**CLASSIFICATION TITLE: ADMINISTRATIVE ASSISTANT of the
FIRE DEPARTMENT**

FLSA DESIGNATION: NON-EXEMPT, CLASSIFIED

OPENING DATE: 06/13/2024

CLOSING DATE: 06/19/2024

SKILL LEVEL: 9

SUMMARY DESCRIPTION:

Under direct supervision of the Fire Chief and Deputy Fire Chief, performs a wide variety of responsible, confidential and complex administrative, technical, and clerical duties for the Fire Department, acts as liaison with City Departments, Management Team, staff, outside agencies and the general public; and ensures the efficient operation of the Fire Department.

REPRESENTATIVE DUTIES: Under the Direction of the Fire Chief / Deputy Fire Chief:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Review, sort and distribute correspondence to Fire Department, compose and type return correspondence as appropriate.
2. Transcribe statements for Operations Division, Fire Marshal Division, EMS Division, and Logistical Operations Division.
3. Working with Human Resources to prepare new hire & employee related paperwork, maintain departmental personnel files & prepare and submit payroll.
4. Assist with the preparation of the annual budget and monitor expenditures and revenue.
5. Actively involved with ordering, purchase orders, and any other aspects of purchasing and billing that may arise.
6. Answer questions and provide information to City staff and the public regarding Fire Department procedures and policies; follow up on sensitive customer complaints and inquiries.
7. Maintains training records for certified Fire Fighter and reports them to appropriate authorities.
8. Research and provide Fire Department documents to outside agencies, including submitting City of Troy Fire report to the media.
9. Ensure the smooth and efficient operation of the Fire Department.
10. Assist in a variety of department operations; perform special projects and assignments as requested.
11. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Basic operations, policies and procedures of the Fire Department.
- Modern office methods, practices, procedures, and equipment to include familiarity with computerized applicable software.
- Proper format of letters, memos, tables, forms, data entry, and organization.
- Ability to work effectively with co-workers at all levels of the organization.
- Ability and willingness to maintain a courteous, professional approach when working with the public and issues that arise.

Skill in:

- Written communication and oral communication to include communicating with and maintaining a good working relationship with staff, other departments, the general public, managers, and co-workers in order to give and receive information in a professional and courteous manner.
- Ability to interpret and follow verbal and written instructions.
- Ability to work independently with moderate supervision to include establishing priorities and meet established deadlines, motivating self, and determining when tasks require the assistance of others.
- Ability to operate computer and other general office equipment.
- Ability to organize.

MINIMUM QUALIFICATIONS – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

1. High School diploma or equivalent (GED). Bachelor's degree or equivalent experience in a related field is preferred.
2. Two (2) to five (5) years of responsible administrative or equivalent experience, preferably in a fire service or organization or government.
3. Must have a valid Alabama Driver's License and a good driving record.
4. Must submit to and pass a pre-employment physical, and drug and alcohol screening.
5. Prior to employment offer, position subject to satisfactory background check.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

Essential Physical Abilities
Work is primarily performed in an office setting, with exposure to computer screens. The employee occasionally lifts light objects weighing less than 24 pounds.
Supervisory Control
The Fire Chief assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

Guidelines
Guidelines include City of Troy Personnel Policies and procedures, benefits policies and procedures, the Risk Management Manual, and the City of Troy Core Values. These guidelines are generally clear and specific, but may require some interpretation in application.
Complexity
The work consists of Fire Chief related duties. The large number of policies, procedures, laws and regulations to be followed contributes to the complexity of this position.
Scope & Effect
The purpose of this position is to provide support to the Fire Chief and department and to act under the supervision of the Fire Chief and Deputy Chief. Success in this position results in greater effectiveness of the Fire Department processes and services.
Personal Contacts
Contacts are typically with employees, co-workers, city departments, support agencies, and members of the general public.
Purpose of Contacts
Contacts are typically to give or provide information, gather information, and provide services.
Work Environment
The work is typically performed in an office setting.
Supervision Exercised
Interns, temporary and part-time personnel within Fire Department.

NOTE:

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings outside of normal business hours or work on weekends and evenings. Some travel required.

Successful applicant is required to pass physical examination and drug test, and have a valid Alabama Drivers' License. Position is subject to satisfactory background check.

IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION AND WOULD LIKE TO COMPLETE AN APPLICATION, BLANK APPLICATIONS ARE AVAILABLE FROM:

City of Troy
Human Resources Department
Troy, Alabama 36081

RESUMES WILL NOT SUBSTITUTE FOR AN APPLICATION.

The City of Troy is an Equal Opportunity Employer.