

# IMMOKALEE FIRE CONTROL DISTRICT

## JOB DESCRIPTION

**Job Title: Executive Assistant**

**Department: Administration**

**FLSA STATUS: Non-Exempt**

### **GENERAL FUNCTIONS:**

- The purpose of this classification is to provide highly responsible and complex administrative support to the Board of Fire Commissioners, Fire Chief, and the Command Staff.
- Work involves providing administrative support functions at the highest level of District government.
- Employees in this class are in highly visible positions requiring frequent communications with all levels of government, external agencies and businesses, the media, and the general public.

**REPORTING RESPONSIBILITIES: Chief of Staff or Fire Chief**

### **SUPERVISORY RESPONSIBILITIES:**

- As assigned

### **REQUIREMENTS:**

#### Minimum Requirements:

Bachelor's degree in Business Administration, Public Administration or a related field supplemented by five (5) years of responsible experience performing executive administrative work; or high school diploma or GED supplemented by additional administrative and/or business course work supplemented by eight (8) years of experience performing executive administrative work; or high school diploma or GED supplemented by eight (8) years of progressively responsible experience performing executive administrative work, which provides the requisite knowledge, skills, and abilities for this job.

#### Preferred Requirements:

Executive administrative experience with a fire district or local government agency.

## **DISTINGUISHING RESPONSIBILITIES:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification. Other duties may be required and assigned.*

- Maintains calendars for the Fire Chief and Board of Fire Commissioners; schedules and prepares for meetings, public petitions, workshops, and/or public hearings; places advertisements and public notices as applicable; handles all logistical arrangements pertaining to the preparation and set up for the scheduled meetings/events; prepares minutes of all Board Meetings
- Maintains frequent communication with all levels of government, external agencies, local businesses, community groups, the media, constituents, and the general public. Serves as initial point of contact for the Fire Chief and the Board of Fire Commissioners, and presents a professional and positive image for the District. Receives and screens calls and visitors; provides assistance and information; responds to complaints, inquires and requests for information; and coordinates the collection and/or distribution of information pertaining to Fire District activities. Refers callers/visitors to other departments as appropriate.
- Prepares Board of Fire Commissioner meeting agendas, executive summaries, supporting documents and minutes; responsible for all record keeping, advertising and posting related to meetings held by the Board of Fire Commissioners.
- Prepares reports, correspondence, and other documents upon request. Prepares legal advertisements and other materials needed for scheduled meetings. Attends internal and external meetings as requested and facilitates such meetings upon request.
- Serves as the District's Public Records Custodian. Supervises processing of public record requests and ensures compliance with Florida Statutes and applicable law. Responsible for maintenance and disposal of records pursuant to statutory requirements.
- Coordinates advisory committees and/or task forces initiated by the Fire Chief. Maintains lists of members, monitors term expirations where applicable; coordinates meetings schedules; and tracks project status, due dates, scheduled presentations.
- Provides guidance to new Commissioners regarding District resources, business practices, policies and procedures.
- Makes reservations and travel arrangements, and coordinates logistical arrangements for meetings (i.e. conference rooms, catering,) for Chief Officers and Board Members
- Establishes, maintains and updates filing system and records, to include both

automated and manual files.

- Operates a personal computer, telephones, copiers and other general office equipment as necessary to complete essential functions, to include the use of work processing, spreadsheet, database, or other system software.

**ADDITIONAL FUNCTIONS:**

- Prepares packages for Requests for Proposals [RFPs] and Invitations for Bids. Meets with department personnel to verify specifications. Ensures that RFPs and Bid invitations comply with applicable regulations. Serves as point of contact for prospective vendors submitting proposals and bids where appropriate. Prepares documents to notify vendors of successful bids.
- Maintains records of all liability and hazard insurance i.e.; Errors and omissions, Indemnity bonds, Fidelity bonds, Officers and Directors liability, Employment practices liability, Facilities, and vehicles, to include apparatus, equipment, automotive, watercraft.
- Supervises annual employee driving record verification and spot checking of employee driving records quarterly, reporting back to employee's supervisor if they are ineligible to drive District vehicles.
- Prepares documents related to grievances and disciplinary actions under the direction of the Fire Chief or his designee.
- Provides administrative and organizational support to the Public Information Officer or other designee related to the District's public education programs.
- Performs other duties as directed by the Fire Chief or as specified in District standard operating procedures or department memorandum.
- Performs other related duties as required.

**PERFORMANCE APTITUDES:**

**Data Utilization:** Requires the ability to coordinate, manage and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy. Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels. Requires the ability to apply principles of persuasion and/or influence over others and to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize consulting and advisory data and information, as well as a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of logical or scientific thinking to implement both intellectual and practical relationships. Involves responsibility for consideration and analysis of complex organizational problems of major financial functions. Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

#### **ADA COMPLIANCE:**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to

adverse environmental conditions.

*Immokalee Fire Control District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**ACCEPTANCE:**

I hereby certify that I have read and understand the above job description.

\_\_\_\_\_

Executive Assistant

\_\_\_\_\_

Date

\_\_\_\_\_

Fire Chief

\_\_\_\_\_

Date