



## Administrative Assistant

Reports to: Deputy Chief  
Supervises: N/A  
FLSA: Non-Exempt

### 11.5(a) General Description:

The Administrative Assistant is a varied and highly responsible position involving delegated administrative duties from the Fire Chief and Chief Officers and requires the coordination of clerical assistants and support staff engaged in routine office activities including compliance documentation, accounting, auditing and personnel benefits and support. The work involves a detailed understanding of departmental operations and procedures including an in-depth knowledge of state laws and rules regarding special districts. The Administrative Assistant is expected to develop inter-office routines consistent with effective and efficient departmental operations. Work requires the application of independent judgment and sound decision-making ability. The Administrative Assistant must be able to interact well with the public, participating government agencies and other personnel, and must be able to communicate clearly and effectively in both written and verbal forms. Work requires the ability to independently research and compose correspondence and reports as assigned. Work is performed with considerable independence under general supervision.

### 11.5(b) Responsibilities:

- A. Assists the Fire Chief in all areas of procedural, legislative and financial issues that pertain to the District.
- B. Assists the Fire Chief in matters of the Board of Fire Commissioners (BOC).
- C. Coordinates personnel and benefits; maintains personnel records.
- D. Assists in Union Negotiations as directed by the Fire Chief or Chief Officers.
- E. Maintains the District's website.
- F. Serves as Records Management Liaison Officer, creates and maintains files and records according to accepted record keeping practices and procedures.
- G. Responsible for matters of the (BOC). Including maintain files, preparing the agenda, initiating correspondence and providing secretarial skills necessary. Shall attend and be responsible for the recording and transcription of minutes of each Commission meeting. Maintain records of all (BOC) matters, specifically but not limited to Agendas, Minutes, Resolutions and recordings.
- H. Research procedural, legislative and financial issues. Receive, review and prepare monthly reports for presentation to the (BOC).
- I. Assists in the administrative policies of the District regarding departmental insurances (property, liability, worker's compensation, Bonds, health) including RFP's and bids. Meets with and assist employees with information regarding personnel insurances, as needed or directed.



- J. Develops and recommends procedures, techniques and forms for use in preparation, coordination and management of the District's administrative processes.
- K. Prepares and provides reports, updates and work product regarding administrative issues within the District, as needed or directed.
- L. Assist as back-up for the Finance Clerk.
- M. Assists the Chief Officers with administrative responsibilities.
- N. Prepares and develops departmental reports and routine/special correspondence (including sensitive and confidential information), as directed.
- O. Shall be capable of starting, coordinating and organizing a number of simultaneous projects. Performs other duties as assigned.
- P. This position shall be an at will position.

#### 11.5(c) Qualifications:

- A. Education:
  - Preferred: A.S. Degree in Business or a related field, or (3) three years of job-related experience.
- B. Training:
  - Complete Florida Public Employer Labor Relations Association Certification within 2 years.
  - Complete the Florida Association of Special District's Certified District Manager Program and obtain certification within 5 years.
- C. Shall have training in Human Resources.
- D. Advanced proficiency in Microsoft Office Suite and other required programs and systems.
- E. Ability to be a Florida Notary.
- F. Shall maintain a valid Florida Driver's license.
- G. Ability to understand, write, and speak English clearly.
- H. Knowledge of modern office procedures, methods, and equipment.
- I. Must be of good moral character as determined by a thorough background check, with no prior felony convictions.