ORGANIZATION: City of Newport **LOCATION:** Newport, Oregon
DEPARTMENT: Fire **DATE:** June, 2012

Full-Time, Non-Represented

JOB TITLE: Administrative Assistant **RANGE 6**

PURPOSE OF POSITION:

Provide confidential and professional administrative support to the Fire Chief and Fire Department Staff, including the Assistant Fire Chief/Fire Marshal and the Training Officer.

ESSENTIAL JOB FUNCTIONS AND EXAMPLES OF DUTIES PERFORMED:

Preparation of reports, spreadsheets, letters and memos, answering phones, reception of station visitors, issuing burn permits, data entry, and maintenance of fire department records.

Attend meetings and prepare minutes, setup meetings, conduct special projects, and assist with personnel matters as assigned.

Maintain files and office equipment. Provide information to staff and public on all aspects of Department business. Maintain and secure all confidential data and information, ensure compliance with records retention schedule for all applicable Fire Department documents.

Prepare and maintain budget and financial records and reports.

Develop and maintain a positive working relationship with colleagues, supervisors, clients and others.

JOB QUALIFICATION REQUIREMENTS:

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills and abilities would be: A high school equivalency.

KNOWLEDGE: Knowledge of business and administrative principles, general municipal services and operation, business English, word processing, spreadsheet and other computer applications. A high school diploma and 2 years of technical or college level course work required.

SKILLS: Skill in the use of personal computers, various related software programs including the spreadsheets and word processing programs, City accounting program and Fire Department specific programs and standard office equipment, ability to rapidly learn new software programs.

ABILITIES: Ability to establish and maintain an effective working relationship with City management, employees, Council members, other entities, and the general public. Ability to maintain records and logs, communicate effectively, both orally and in writing, with individuals and groups and to learn, apply and explain in detail tasks related to this position and the City's policies and procedures. Ability to honor the confidentiality required of this position. Physical ability to perform the essential job functions.

DESIRABLE QUALIFICATIONS:

First Aid/CPR, ICS-100, 200, 700 and 800.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to twenty-five pounds and occasionally lift or move materials up to sixty pounds. Manual dexterity and coordination are required while operating equipment such as computers, keyboards, telephones, and standard office equipment.

WORKING CONDITIONS/WORK ENVIRONMENT:

Work location is primarily indoors where most of work period occurs under usual office working conditions.

SUPERVISION RECEIVED:

Work is performed under the general direction of the Fire Chief, and will assist the Assistant Fire Chief/Fire Marshal, the Training Officer and other staff on a regular basis.