

## City of West Carrollton, Ohio

An Equal Opportunity Employer

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**POSITION TITLE: ADMINISTRATIVE ASSISTANT**

**DEPARTMENT: FIRE**

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Employment Status: Part-time

FLSA Status: Non-Exempt



**GENERAL NATURE OF WORK:** This is a skilled part-time administrative and clerical position within the Fire Department. The employee in this role is responsible for a variety of tasks, including report management, purchasing, budgeting, and recordkeeping. Regular working hours are typically day shifts from Monday through Thursday. However, there may be occasions when workdays and hours are adjusted to meet mission requirements. Duties are performed under the supervision of the Fire Chief.

**EQUIPMENT & JOB LOCATION:** This position requires a general knowledge of office equipment, including personal computers, computer systems, Office Suite products, calculators, copiers, telephones, and other general office equipment. The primary work site is located at the Civic Center.

### **ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:**

*Anyone position may not include all the duties listed nor do the listed examples include all duties that may be found in all positions in this class.*

- Prepare departmental purchase orders; prepare invoices for payment.
- Maintains a database of departmental vendors.
- Responsible for stocking and ordering office supplies, equipment, and forms.
- Manages the Records Management System for Fire/EMS reports and procedures for submitting data to state and federal agencies.
- Processes EMS reports for billing to third-party contractors on a weekly basis.
- Familiar and uses scheduling software application.
- Responsible for maintaining public records requests per policy.
- Maintains and updates all departmental forms.
- Processes requests for cash reimbursements for expenditures and tuition reimbursement requests.
- Provides training on the Records Management System.
- Provides orientation training for all new employees.
- Assists with the preparation of the departmental budget request.
- Opens, sorts, and distributes departmental mail and other documents.
- Schedules for appointments and meetings.
- Prepares various letters, memorandums, and reports.
- Checks and responds to incoming departmental e-mail; forwards e-mail to the appropriate personnel.
- Plans special events as necessary, responsible for all aspects of event planning.
- Answer incoming telephone calls and direct them to the appropriate personnel.

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### **ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- Serves as a backup to the City Manager Secretary and Parks and Rec Secretary as needed and on an emergency basis.
- Participate in special events when necessary.
- Prepares official certificates and special awards for employees.
- Prepares special reports as requested.
- Performs other duties as assigned.

### **DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to establish and maintain effective working relationships with city officials, fellow employees, other city employees, and the public.
- General knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Ability to maintain and adhere to daily, weekly, and monthly schedules.
- Ability to operate office equipment such as a personal computer, copier, calculator, telephone, and communications equipment.
- Ability to understand and execute complex oral and written directions and to prepare clear and comprehensive reports.
- Ability to maintain records, prepare reports, and perform other necessary clerical and/or administrative duties.
- Skill in dealing firmly, tactfully, and courteously with the public.
- Ability to handle confidential information.
- Ability to work under the direction of the Fire Chief.

### **DESIRABLE TRAINING AND EXPERIENCE:**

- A high school diploma or its equivalent is required, complemented by relevant experience in clerical work. Preference will be given to candidates with additional post-secondary education or training in the clerical field. Alternately, a combination of experience that equips the individual with the requisite knowledge, skills, and abilities will also be considered.

### **NECESSARY SPECIAL REQUIREMENTS:**

- Possession of, or ability to obtain promptly, a valid Ohio Driver's License.
- Ability to work other than normal working hours.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understood the contents of my position description. I agree that I am able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made by the City to enable employees with disabilities to perform the essential functions of their job, absent undue hardship to the City.

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(Employee Signature)

(Date)

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(Approval of Appointing Authority)

(Date)