

**EAST FORK FIRE PROTECTION DISTRICT
JOB DESCRIPTION**



JOB TITLE:	Administrative Specialist I	FLSA: Non-Exempt
CLASSIFICATION:	Confidential	
DIVISION:	Administration	
REPORTS TO:	Director of Administrative Services	DATE: 05/18/21

POSITION SUMMARY:

Provides technical level and confidential support to Executive Staff, including Fire Board of Directors that are subject to the Open Meeting Law. This position may be designated as Clerk to the Fire Board of Directors. This is a confidential position.

ESSENTIAL FUNCTIONS:

- Provide technical-level support to the Executive Staff, Fire Board of Directors, Administrative Operations, Training and Safety, and Prevention Divisions as needed.
- Perform technical and administrative duties of an advanced, complex, sensitive, and confidential nature in support of the Fire Chief, and Fire Board of Directors, and Executive Staff.
- Coordinate and maintain multiple calendars, and schedule public meetings and appointments for the Fire Chief and Fire Board of Directors in compliance with the open meeting law.
- May be designated as Board Clerk, or act as back up to Board Clerk, which may require the preparation of Fire Board of Directors meeting agenda and prepare publicly-noticed meetings as required by Nevada Revised Statutes (NRS) and the Nevada Open Meeting Law and post the Fire Board of Directors meeting agendas; assures the accuracy and integrity of the agenda packets and departmental documentation; assemble and distribute agenda packets; arrange for proper Board room set-ups; attend meetings and perform Board Clerk functions during meetings, including creating and managing electronic and virtual meetings as needed; prepares and digitally records meeting minutes; prepare Board packets; coordinate the execution, approval and distribution of legal documents, such as ordinances, resolutions, agreements, and contracts; provide confidential level of support during closed sessions.
- May prepare, or act as back up to prepare, publicly-noticed meetings as required by Nevada Revised Statutes (NRS) and the Nevada Open Meeting Law for emergency management, LEPC compliancy requirements and other boards and committees established by or in support of the District. Assemble and distribute agenda packets; arrange for proper room set-ups; attend meetings and perform clerk functions during

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

- meetings, including creating and managing electronic and virtual meetings as needed; prepare and digitally record meeting minutes.
- Provide support to the Fire Board of Directors and perform all operational duties related to the function, including the maintenance of administrative files, resolutions, ordinances, contracts, agreements, and other official documents. Assist with planning for upcoming Board meetings.
 - Compose, type, and edit a variety of documents, including detailed and often confidential correspondence, forms, memos, reports, invitations, presentations, graphic materials, and specialized documents for the Fire Chief and other management staff from rough draft, dictation, handwritten copy, verbal instructions, or from other material; proofread materials for accuracy, completeness, compliance with departmental policies, format, and English usage, including grammar, punctuation, and spelling; input and retrieve data and text using a computer.
 - Provide general support of Human Resource functions; ability to maintain confidentiality to the highest degree.
 - Under supervision, may assist in onboarding activities.
 - May assist with the management and preparation of employee proclamations and ensure they are recognized by the Fire Board of Directors; notify family members of proclamation dates.
 - Assist and act in a confidential capacity to management personnel related to labor negotiations and policies.
 - May assist with new hire testing.
 - Provide support and assist with internal promotional processes; onsite monitoring during testing.
 - Under supervision, prepare for review and approval of employee noticing, such as benefit data for COBRA, FMLA notifications, etc.
 - Ability to gather required documents for work related injury reporting in preparation for submittal to workers compensation carrier; update employee personnel records.
 - Research records and provide follow-up information to customer and staff inquiries; organize and maintain various administrative, confidential, references, and follow-up files and records.
 - Assist general public, customers and staff in-person, over telephone and by email; answers inquiries, provides general direction; attempts to resolve complaints, explains policies, procedures and proper use/completion of Districts' forms.
 - Provide assistance and information to the public, employees, management staff and Fire Board of Directors that requires the use of judgment and the interpretation of policies, rules or procedures.
 - Receive and screen visitors, telephone calls, emails, and regular mail; provide information to the public to ensure an understanding of departmental and District policies and procedures; listen to questions and explain procedures according to existing guidelines; refer visitors/callers to the appropriate department source; identify, and/or resolve complaints from the public and resolve other problems when appropriate.
 - Research, collect, and compile information from various sources and assist with interpreting and analyzing data and preparing technical records, reports, and summaries.
 - Receive and coordinate public records requests; under supervision, may prepare and provide responses to public record requests.

- May provide Notary Public services.
- Provide onsite administrative support during mitigation of disasters; answers incoming calls and requests for information related to emergency situations, road closures, weather conditions, etc.
- Perform a variety of clerical support duties including, copying and assembling materials, collecting and distributing mail, answering phones, assembling and binding reports, faxing/scanning documents, filing, typing, and data entry; may order and stock office supplies.
- Perform related duties and responsibilities, as assigned.
- Represents the Districts with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, district, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High School diploma/GED; AND three (3) years of administrative support experience, with a preference on experience in the public sector; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- District policies and procedures.
- Applicable laws, codes and regulations, including personnel policies and open meeting laws.
- Collective bargaining agreements.
- Functions and activities of an elected board and their advisory boards, commissions, and committees.
- Organizational structure of a fire district relative to programs and functions of assigned areas.
- Use of specified computer applications involving word processing, data entry and/or standard report generation.
- Ability to establish and manage virtual meetings.
- Business arithmetic.
- Correct business English, including spelling, grammar and punctuation.
- Basic record keeping practices.
- Performing detailed office support work accurately.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Business letter writing and the standard format for typed materials.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, often in situations which may be stressful.

Skill in:

- Performing detailed technical level administrative support of a confidential nature.
- Performing analytical and programmatic work in a variety of areas/disciplines.
- Reading and explaining rules, policies and procedures
- Using initiative and independent judgment within established procedural guidelines.
- Organizing own work, setting priorities and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective work relationships with the Fire Board of Directors, management and staff, coworkers, and the public, in person and over the phone.
- Organizing, maintaining and researching files and records.
- Composing correspondence independently or from brief instructions.
- Assembling reports, forms and other documents.
- Entering numerical and related information into a computer system with speed and accuracy.
- Meeting critical time deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective work relationships with staff, coworkers, and the public.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Driver's License.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in both a typical and non-typical administrative support setting, which may include working outside the office environment, as needed, requiring the ability to tolerate some adverse weather conditions and on rare occasions, ability to traverse on uneven ground; ability to use standard office equipment; stamina to sit and stand for extended periods of time; strength and agility to occasionally lift and carry in excess of 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
2. New employees are required to submit to a fingerprint based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.
3. East Fork Fire Protection District participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____