|  |  |  |
| --- | --- | --- |
| **Hollis Fire Rescue Standard Operating Procedures** | | |
|  | SOP Code: 4.10 | Pages: 2 |
| Subject: Administrative Assistant Job Description | Effective Date: May 22, 2023 |
| Last Revision Date: May 22, 2023, CY | Forms Required: None |
| Approval Signature:  Chief Christopher Young | Approval Date:  May 22, 2023 |

**ADMINISTRATIVE ASSISTANT– JOB DESCRIPTION**

Provides supplemental staffing to the department for primary administrative duties and operations to support the fire department operations under the direction of the Fire Chief.

**QUALIFICATIONS:**

* Hold a valid Driver’s License with reliable means of transportation.
* 18 years of age
* Graduation from High School or G.E.D.
* Completion of secondary education preferred.
* Ability to speak, read, write & understand the English language.
* Previous administrative assistant work preferred.
* NIMS ICS 100, 200 & 700 (Training may be completed 60 days after hire)
* Will consider candidates with Firefighter & EMS certifications.

**ESSENTIAL KNOWLEDGE & SKILLS:**

* Must have typing skills and computer program knowledge and experience including Windows and Microsoft Office (Word and Excel)
* Ability to communicate effectively and in an appropriate professional manner, and to convey or exchange professional information.
* Ability to interact with peoplebeyond giving and /or receiving instructions.
* Ability to utilize mathematical formulas, and to understand a variety of professional, technical, and administrative documentation, directions, regulations, instructions, methods, and procedures.
* Ability to produce reports that are accurate and complete.

**REPORTS TO:**

Fire Chief

**POSITION:**

24 hours per week, preferred during business hours with a minimum of 3 days per week.

Hourly Position, not eligible for benefits

Pay range $17-$22 per hour dependent on experience.

* **DUTIES & RESPONSIBILITIES:**
* Performs all duties & Responsibilities as assigned from the Fire Chief, Assistant Chief, and Deputy Chief
* Performs administrative duties including filing, records management & organization, typing, organizing mailings, and other assigned projects.
* Performs records management for training division including electronic and paper filing.
* Performs department marketing activities including job posting, department announcements, and occasional social media activity.
* Communicates with Fire Chief, Officer team, and department members regarding department functions and needs.
* Maintains department confidentiality, integrity, quality and accuracy of all department data and information.
* Serve as excellent department liaison and representative to department members, members of the public, town employees, and any interested stakeholders.
* Assists with schedule maintenance, audits, and preparation across multiple platforms.
* Assists with and maintain inventory of various stock throughout the department.
* Assists with scheduling training facility use.
* Assists with billing for various department billable items.