

FIRE DEPARTMENT ADMINISTRATIVE ASSISTANT

Definition:

This position provides direct support to the Fire Department managing all aspects of office administration. Specific responsibilities include administrative support for payroll, submission of invoices for payment, billing, regulatory reporting and general office administration. This position works directly with the Fire Department Personnel while coordinating processes and deliverables with other departments in the Town.

Supervision:

This position works under the direction of the Fire Chief with daily interaction and coordination with senior members of the Fire team and Town staff.

Job Environment:

Work is performed in a typical office conditions. Work hours are 8:30am-4:30pm Monday-Fridays. Workload is generally stable but increases to reflect specific projects and cyclical work demands at different times of the year.

Essential Functions:

- Serves as the initial point of contact for the Provincetown Fire Department regarding departmental matters.
- Answers questions and furnishes information, in person, by telephone or electronically to the public concerning the Fire Department.
- Escalates critical issues to the Fire Chief
- Manages the day-to-day activities of the Fire Departments' Office; sorts and reviews department mail; enters bi-weekly payroll in MUNIS, prepares accounts payable vouchers, orders equipment and generates reports.
- Maintains Fire Department's inspection schedule and assists with the automation of the Fire Inspection Reporting system.

Recommended Minimum Qualifications:

Education and Experience:

- High school education required.
- Additional business/college courses in bookkeeping or office management is a plus.
- Must have two to three years of experience in office management or related work.
- Strong computer skills and attention to detail required.
- Experience dealing with the public and working cross-organizationally a plus.

Knowledge, Ability and Skill:

Must have thorough knowledge of office practices and procedures with working knowledge of departmental operations. Competence with general office systems, word

and excel. Must have the ability to work effectively and communicate effectively both orally and in writing with the general public, state, local and federal agencies.

Physical Requirements

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

Regularly required to walk, stand, sit, talk, and hear and use hands to operate office equipment. Ability to view computer screens and work with details for extended periods of time. Ability to operate a keyboard and calculator at an efficient speed. Must be able to communicate verbally and in writing with vision and hearing at or correctable to normal ranges.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.