



EXCELSIOR FIRE DISTRICT POSITION DESCRIPTION

Title:	Administrative Support – Part Time
Reporting Relationship:	Fire Chief
Directly Supervises:	Not Applicable
Works Closely With:	Administrative Specialist, Fire Marshal & Fire Chief
Guidance Provided/ Autonomy:	Works under general supervision. The employee is assigned general duties/projects to be carried out by employee using their own discretion. Most assignments are performed alone, using professional judgment to act within limits of the Fire District policies and procedures.

PRIMARY OBJECTIVE

This position provides administrative support for the Fire District. The Administrative Support must independently perform a range of office functions associated with the various work tasks of the Administrative section of the Fire District.

FUNCTIONAL INFORMATION

Essential Functions

- Provides customer service to the customers of the Fire District
 - Customer service includes phone receptionist and Administrative Offices window customer service.
- Provides administrative support to Fire Chief, Fire Marshal, Fire Inspectors, Administrative Specialist, and other Fire personnel.
 - Admin support includes typing, data entry, copying, faxing, labeling, getting mail sent out, filing, answering phones, organizing, flyer/poster distribution, and greeting people.
- Format and create documents using Excel, Word, PowerPoint, and Publisher
- Provide data entry into fire district incident reporting system (Firehouse).
- Maintain Recreational Burn Permit Binder and Spreadsheet.
- Set up EOC for events, meetings, and training.
- Organize and provide a professional appearance of the Station for Public events.
- Light exterior and interior maintenance of Station.
- Use Fire District vehicle to run errands.
- Drop off and pick up documents from cities represented by the District.
- Pick up call reports/documents from Station 2. (City of Deephaven)
- Other duties as assigned.

Knowledge, Skills, and Abilities

- Familiar with telephone communication techniques and etiquette; ability to tactfully and diplomatically communicate with the general public in responding to their inquiries and concerns.
- Ability to communicate clearly and effectively, in both verbal and written form.
- Knowledge of modern office practices, procedures, and equipment.
- Ability to use a personal computer and accompanying software, in particular word processing, spreadsheet, data base, and e-mail programs.
- Ability to maintain accurate records.

- Ability to establish and maintain effective working relationships.
- Knowledge of modern filing systems and practices.
- Knowledge of the English vocabulary, spelling, punctuation, and basic math.
- Ability to understand and follow oral and written instructions and then work independently while prioritizing work appropriately.
- Follow all safety rules and regulations of the district.

WORKER REQUIREMENTS:

To be fully qualified and meet performance expectations, an individual must be able to perform every essential function. Reasonable accommodations may be made to enable individuals to perform all essential function established for the position.

Skills Involved:

The ability to consistently apply skills learned through formal preparation and/or closely related work experiences as noted herein.

Schedule:

While performing the essential functions of the position, an individual will be subject to a 15-hour work week, taking place over five days per week. 8:30AM-11-30AM Monday through Friday.

Physical Demands:

While performing the duties of this job, the employee is regularly required to use hands and fingers, and possess manual dexterity, in a standard capacity. The employee is regularly required to talk and hear. The employee frequently is required to stand, kneel, walk, and sit. The employee is occasionally required to reach with hands and arms, and stoop, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Abilities:

General learning ability is required. The ability to read, write, comprehend, and communicate directions, ideas and concepts is required.

Personal Attributes:

Present a positive, constructive image and attitude in the performance of their duties.

Minimum Qualifications for the Position:

- High school diploma or GED equivalent.
- Valid Minnesota driver's license.
- Desired Knowledge and Certification:
 - Knowledge of computers and the ability to utilize multiple computer software programs, e.g., Firehouse, Microsoft Word, Image Trend, Target Solutions, Excel, PowerPoint, etc.
 - Ability to make sound decisions and work independently with minimal supervision.
 - Ability to plan, schedule and manage multiple projects and meet deadlines.
 - Certified Emergency Medical Responder or Emergency Medical Technician or able to achieve within the first year of employment.

WORKING REQUIREMENTS

Work Environment:

Works in a well lit, well ventilated and temperature-controlled office. Workspace is contained in a climate-controlled smoke-free office environment. Distracting noise levels are present at times due to office machines, telephones, and conversations. The office is open to the public. Exposure to Emergency Medical responses within the District.

Examples of Performance Criteria

- Establishes effective working relationships with others.
- Carries out assignments and duties under limited supervision.
- Maintains due regard for the safety and welfare of personnel.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

Compensation: \$14 per hour.

NOTE: Appointees will be subject to completion of a standard probationary period of 1 year.

Revision Date: August 2019