



CHENA-GOLDSTREAM FIRE & RESCUE

716 Chena Ridge Road, Fairbanks, Alaska 99709-5701

Business (907) 479-5672 FAX: (907) 479-5858

EMERGENCY: 911

Title: Administrative Assistant

Wage: \$21.63/hr.-\$28.85/hr. -DOE

FLSA Status: Non-Exempt

Reports to: Fire Chief

Employment status: Full-time

Position Summary

Under the supervision of the fire chief, this position provides a variety of routine and complex administrative and clerical work to assist the fire chief and support the Department's day-to-day operations. Work involves independently preparing routine and non-routine correspondence, compiling information for reports, maintaining files of various records, reports, documents, and correspondence, and assisting in assigned fiscal functions. The administrative assistant must exercise initiative and independent judgment in completing assignments in a timely manner. The administrative assistant must also exercise courtesy and tact with internal and external stakeholders, including the general public. The individual in this position will encounter sensitive information in performing their duties and is expected to maintain that information confidentially.

Essential Duties and Responsibilities

The essential functions include, but are not limited to, the following:

1. Acts as the first point of contact for staff, volunteers, board members, organizations, other departments, and the general public and responds to inquiries for information on Department policies, regulations, and practices.
2. Answers telephones, takes messages, greets visitors, ascertains the nature of visitor business, gives information, and/or routes calls or visitors to appropriate Department personnel.
3. Supports the Department's Human Resources function by operating as a confidential aide to the fire chief.
4. Provides the secretary function for the Board of Directors, including attending and taking minutes of all Board of Directors meetings, preparing board packets, and providing meeting notices.
5. Supports volunteers by regularly disseminating pertinent information, providing necessary forms, and ensuring all forms are correctly completed.

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6. Assists with onboarding new members by completing initial orientation paperwork, initiating background checks, and creating personnel files.
7. Completes data entry and provides timely and accurate information and reports for employee milestones, workers' compensation audits, Department of Labor and Workforce Development surveys, OSHA, and other Department needs.
8. Receives invoices for Department purchases and billings and assists with preparing payables.
9. Uses computers for various applications such as database management or word processing.
10. Processes and prioritizes incoming mail, faxes, and memos; prepares outgoing mail.
11. Follows procedures for systematic retention, protection, retrieval, transfer, and disposal of Department employee and volunteer records.
12. Runs financial and other reports for the Board of Directors, fire chief, State of Alaska, and the Fairbanks North Star Borough.
13. Manages and tracks renewals for insurance policies, vehicle registrations, banking records, and contracts.
14. Prepares agendas and makes arrangements, such as coordinating catering for luncheons, for committee, board, and other meetings.
15. Orders and dispenses supplies for all stations and live-in staff, ensuring sufficient stock.
16. Recommends organizational or procedural changes affecting clerical and administrative activities.

Non-Essential Duties and Responsibilities

1. Plans and oversees department events such as the annual employee holiday parties, employee appreciation events, and open houses.
2. Perform other job-related duties as assigned.

Independent Decision-Making

Make routine job-related decisions.

Supervision Received and Exercised

This position is supervised by the fire chief; no supervision is exercised.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee must regularly reach with their hands and arms and lift items weighing up to 20 lbs. Requires

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sufficient arm, hand, and finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Requires the ability to operate a vehicle safely. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

Chena-Goldstream Fire and Rescue is committed to providing reasonable accommodation, according to the applicable state and federal laws, to all individuals with qualified physical and mental disabilities.

Work Environment

This position is performed in an office setting. Working conditions include noise, frequent interruptions, and other distractions, with very low everyday risks when working around and operating standard office equipment.

Job Qualifications

To perform this job successfully, the administrative assistant must be able to satisfactorily perform each essential duty. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions. The following are required:

Education and Experience

- High School Diploma or equivalent.
- Two years of experience in clerical, administrative, and/or secretarial work.
- Demonstrated proficiency in word processing and spreadsheet applications.

Knowledge, Skills, and Abilities

- Knowledge of the correct use of the English language, including spelling, grammar, and punctuation, and the ability to use it in preparing written correspondence and basic reports.
- Knowledge of modern office procedures, including the use of computer equipment, print and electronic media, calculators, telephones, fax machines, and copy machines.
- Demonstrated organizational, time management, and multi-tasking skills.
- Ability to present a professional, courteous, and competent image that will reflect well on the Department.
- Ability to communicate effectively, both orally and written.
- Ability to understand and carry out oral and written instructions.

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- Ability to work as part of a team and establish and maintain an effective and responsive working relationship with internal and external stakeholders.
- Ability to analyze complex administrative and operational problems and develop and present sound conclusions and recommendations.
- Ability to work independently in the absence of supervision.
- Ability to keep meeting minutes.
- Ability to learn purchasing procedures.
- Ability to learn staff timekeeping procedures.

The following are preferred:

- Three or more years of experience in clerical, administrative, and/or secretarial work.
- Knowledge of record-keeping policies and procedures and basic financial and accounting functions.

Additional Job Information

This position requires regular attendance. Employees must also possess the following abilities:

- Ability to adhere to safety rules and other reasonable regulations pertaining to the position.
- Ability to refrain from violence.
- Ability to work in cooperation with other workers within the Department.

Conclusion

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and perform any other job-related duties requested by anyone authorized to give instructions or assignments. All essential duties and responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The scope of the job may change as necessitated by business demands. This document does not create an employment contract, implied or otherwise, other than an at-will relationship.

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