



POSITION DESCRIPTION

Division/Department:	Fire
Location:	485 Rocky Fork Blvd.
Job Title:	Executive Administrative Assistant
Reports to:	Fire Chief

Type of position:	Hours: 40 / week
<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Non exempt
<input type="checkbox"/> Intern <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid	
<input type="checkbox"/> Volunteer <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid	

GENERAL DESCRIPTION

Provide high-level administrative support by conducting research, preparing statistical reports, and performing clerical functions for the Fire Division.

ESSENTIAL FUNCTIONS

- Regular and predictable attendance
- Assist Fire Chief with managing time and schedule, attending meetings with, or on behalf of, the Chief, and preparing comprehensive planning, budget and program documents and reports
- Conduct and prepare research projects or technical reports
- Prepare Fire Division Trustee Meeting Agenda; prepare and review reports, resolutions, and documents and ensure completeness, accuracy and consistency with department policies
- Serve as staff assistant on various inter-department teams and working groups; prepare and present staff reports and other necessary correspondence
- Interact with citizens and business owners
- Prepare routine correspondence and regular Fire Division performance reports
- Assist with procurement and management of office related supplies
- Perform routine clerical duties and greet visitors
- Performs other duties as assigned

KNOWLEDGE

- Government operations, services, and activities of the Fire Division
- Principals and practices of governmental administration
- Principals and practices of customer service
- Pertinent federal, state, and local laws, codes and regulations - particularly the Public Records Act and HIPPA
- Correct English usage, including spelling, grammar, punctuation, and vocabulary
- Professional office practices, management, etiquette, and dress
- Township Personnel Policy Manual

SKILLS

- Use of business computer and other modern standard office equipment
- Use Microsoft applications such as Word, Excel, PowerPoint, and Outlook
- Use of Enterprise and specialty software applications

ABILITIES

- Prepare requisitions, invoices, memos, letters, documents and comprehensive reports
- Demonstrate an awareness and appreciation of the cultural diversity of the community
- Communicate clearly and effectively, both orally and in writing
- Read, copy, and record figures accurately
- Communicate effectively with the public
- Maintain strict confidentiality
- Work effectively with minimal supervision
- Establish and maintain effective working relationships with others

PHYSICAL REQUIRMENTS

- Sit frequently
- Walk, bend, reach occasionally
- Lift, push, and/or pull light objects and occasionally heavy objects (< 25 pounds)
- Fine motor skills
- Hear, read, write, and clearly articulate the English language

MINIMUM QUALIFICATIONS

- Associates degree or technical training degree preferred but not required
- High School Diploma or GED
- Five years of administrative support experience in the government sector preferred
- Experience in working in a high-paced office environment and flexibility in working hours

This job description is intended to provide some illustrative examples of the duties and essential functions of this position, but should not be interpreted to describe all of the work or essential functions which may be required of employees holding this position.

REVIEWED BY	Becky Kadel	<i>Title</i>	HR Director
APPROVED BY	Mifflin Township Board of Trustees	<i>Title</i>	
DATE POSTED	March 21, 2017		
DATE HIRED			
PRINT NAME			
SIGNATURE			