



## City of Lucas -- Job Description

Position Title: Administrative Assistant  
Department: Fire-Rescue  
FLSA Status: Non-Exempt  
Revised: December 7, 2016  
Emergency Status: Post Impact/Recovery Assigned

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### Leadership

Supervisor: Fire Chief  
Direct Reports: None

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### Position Purpose

Provides administrative support and services to the Fire-Rescue. Responsible for providing a continuous effort to improve operations, streamline work processes and work cooperatively to ensure a high level of customer service output from the City.

### Essential Functions

- Leads operations in such a manner as to convey a high sense of professionalism and competence to all. Ensures the efficient and effective city operations and creates programs to enhance customer service.
- Facilitates effective communication by assisting the public and answers questions, responding to inquiries from employees and handles all incoming and outgoing mail.
- Review monthly financials and apprise Fire Chief of any departmental budgetary concerns.
- Maintain Fire-Rescue Facebook
- Assist in organizing training provided by the Fire-Rescue
- Compose Fire-Rescue weekly recap
- Create articles for Lucas Leader
- Assist in maintaining data in Firehouse software system
- Assist with City sponsored special events (e.g. Founders Day, Country Christmas, etc.)
- Assist with Community Outreach Program (National Night Out, Fire Prevention Week, Shattered Dreams, Annual Awards Ceremony, etc.)
- Manage the monthly stipend process for volunteer emergency responders
- Assist with the payroll process for Fire-Rescue staff

- Assists the City Secretary in coordinating and maintaining the City's records management program, including scanning documents, file maintenance, and working with the City's laserfiche program.
- Assist the Fire Chief with the department's annual budget.
- Ensures the procurement of office materials, supplies, equipment and furnishings as requested and process fire-rescue purchases in coordination with purchasing.
- Perform a variety of detailed office administrative tasks including distributing incoming mail, assisting customers via telephone and e-mail, and handling office equipment such as fax, copier, etc.
- Independently prepares correspondence and reports.
- Assists with research projects and provides accurate and timely information as directed.

### **Secondary Functions**

- Performs all other duties as assigned.

### **Capital and/or Fiscal Responsibility**

- Responsible for adhering to all City of Lucas Purchasing Policies while performing purchasing tasks.
- Prepares credit card reconciliation information to the Finance Department on a monthly basis and processes reimbursement requests.

### **Credentials (minimum preferred)**

#### **❖ Knowledge/Skills/Abilities**

- Extremely strong knowledge and abilities in the use of personal computers and contemporary software for the creation of reports, brochures, newsletters, databases, spreadsheets, word processing, power point presentations and internet use.
- Highly developed knowledge of contemporary administrative practices and procedures.
- Ability to communicate effectively verbally and in writing and to maintain confidentiality regarding sensitive and political issues.
- Ability to prioritize and maintain an organized approach in performing essential functions.
- Skill in the use of all listed tools and equipment.
- Ability to coordinate services from various sources to achieve satisfactory resolution of problems and issues while meeting deadlines.
- Exceptional skills in greeting and communicating with the public in a pleasant and courteous manner, while maintaining a highly professional demeanor.
- Ability to successfully address and resolve issues expressed by the community and provides feedback in a timely manner.
- Must have the flexibility to work evenings and weekends as required by the City without advanced notice.

#### **❖ Formal Education/Certification/Licenses**

- High school graduation or equivalent, with Associates degree in a relevant field of study preferred.

- Advanced course work in office administration or similar training is preferred.
- Notary Public or willing to acquire within 90 days.

❖ **Prior Experience**

- A minimum of five (5) years of responsible administrative work, with substantial amount of experience in a similar governmental/public sector setting preferred.
- Any equivalent combination of education and experience, equivalence to be determined by the City.

**Tools and Equipment Used**

Personal Computer, telephone, fax, copier, printer, and scanner.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk; lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is normally performed in an air-conditioned office environment where the noise level in the work environment is usually quiet.

**Selection Guidelines**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

**Acknowledgement**

*This position description does not constitute an employment agreement and is subject to change. This description is intended to indicate the types of outcomes, essential duties and levels of work difficulty required for this position. Other outcomes and/or responsibilities may be added, deleted or changed at anytime, and the discretion of Management, formally or informally, either verbally or in writing. I have read and understand the duties required of this position and further affirm that I am physically and mentally able to perform the duties as described.*

Employee (print name): \_\_\_\_\_

Employee (signature): \_\_\_\_\_

Date: \_\_\_\_\_