

OKOLONA FIRE PROTECTION DISTRICT

8501 PRESTON HIGHWAY
LOUISVILLE, KENTUCKY 40219
(502) 964-5111

JOB DESCRIPTION *ADMINISTRATIVE ASSISTANT*

February 5, 2012

GENERAL SUMMARY

The employee shall provide administrative and secretarial support to fire district and administrative staff, including: special projects, office work flow, appointments, correspondence, filing of reports, insurance claims, basic human resource management, manuscripts, grant proposals, budgets, data compilation and records control. Employee shall exercise initiative, sound judgment, and discretion in the performance of duties. Work is performed under the managerial direction of the Fire Chief and Board of Trustees. The person currently in this position is retiring July 31, 2012. There will be an approximate two month period of "shadowing" the person currently holding the administrative position.

CHARACTERISTICS OF THE WORK

- Performs various administrative tasks relating to career and volunteer personnel
- Responsible, under standard rules, practices, and procedures of the fire district, along with other applicable law.
- Must maintain confidentiality.
- The work hours are from 8:00 AM to 4:30 PM with a ½ hour meal break. Work hours are non-negotiable.
- Shall attend monthly Board of Trustees, including any special meetings for the purposes of taking minutes.

EXAMPLES OF THE WORK (These statements are intended to be illustrations of the work of this job.)

- Processing Purchase Orders and check writing using Quick Books and internally developed software.
- Processes and manages insurance paperwork for employees.
- Processes payroll from timesheets to payroll company and employee benefits
- Scheduling meetings at fire station facilities.
- Assists with annual audits with department accountant.
- Note taking and preparation of official minutes at district meetings.
- Maintain files of fire district documents.
- Processes personnel records.
- Greet visitors, answer telephones, receiving correspondence and deliveries.

RESPONSIBILITIES

- Communicate and handle incoming and outgoing written and electronic communications on behalf of the Fire Chief.
- Prioritize and manage multiple projects, and follow through on issues in a timely manner.
- Responsible for managing calendars, interaction with both internal and external communication and coordination of meetings and fire station meeting and educational facilities.
- Answer phones and direct all incoming calls to appropriate department personnel promptly and efficiently. Take phone messages as needed.
- Apply mathematical and accounting skills as required.
- Processing of Accounts Payable/Accounts Receivable.
- Meets deadlines in reporting needs (state incentive, County Employee Retirement System).
- Payroll Reporting and computing.
- Trustee, officer and staff meeting record keeping.
- Worker's compensation and Benefit administration.
- Miscellaneous other administrative duties as assigned.

KNOWLEDGE

Must be proficient in:

- Modern office systems and technology including personal computers and related software (at a minimum MS Word, Excel, Outlook, Quickbooks).
- Standard office equipment, i.e., computer, photocopier, facsimile machine, and electronic postage machine.
- Office administration and bookkeeping procedures.
- Advanced principles and procedures of record keeping and filing to include both hard copy and electronic copies.

ABILITIES AND SKILLS

Must demonstrate the following skills and abilities:

- Ability to read, write, understand, speak, and communicate using the English language.
- Ability to communicate clearly and concisely, both verbally and in writing.
- Excellent interpersonal skills including the ability to maintain working relationships with fellow employees, public officials, community organizations, and the public.
- Ability to maintain a high level of accuracy and confidentiality concerning financial and personnel matters.
- Ability to plan and organize office work.
- Ability to read technical materials in order to recommend purchase of office equipment.
- Ability to adjust work schedule to attend staff meetings, officer meetings and trustee meetings after normal scheduled work hours (usually not more than twice per month).
- Ability to be accurate and maintain records.

- Adaptability to new computer software and equipment along with new office machines.
- Strong Human Resource skills.
- Strong organization skills.
- Secretarial skills as needed for the fire chief and other command staff.

MINIMUM REQUIREMENTS

- High School graduate.
- Five years of experience in general office administrative work.
- Possession of a valid driver's license.
- Computer skills and Microsoft Office programs.
- Bookkeeping knowledge and familiarization of Quick Books software.
- Able to work in and balance a one person office.

SPECIAL REQUIREMENTS

- A complete background check will be made including personal references, previous employers, criminal history and credit check.
- Conservative business attire i.e., slacks, trousers, dresses, skirts, button up shirts and polo type shirts to be worn while on duty, which may include fire district issued clothing for office wear.
- Compliance with the Okolona Fire Protection District "Body Art and Jewelry" standard.

ADDITIONAL CONSIDERATION GIVEN TO: (These are not mandatory requirements however those with some or all of the following are more likely to receive greater consideration than those who do not)

- Human Resource administration experience (payroll and benefit processing).
- Notary Public.
- Ability to configure basic computer equipment which may include networking electronic mail setup.
- Formal education applicable to field.
- Formal/documented training applicable to field, such as attendance at seminars.
- Formal/documented training in computer software packages noted above, such as attendance at seminars.

Salary and Benefits

- Schedule of work is 40 hours per week. Compensatory time for attendance at above described scheduled meetings.
- Starting salary of \$33,500 paid bi-weekly.
- Participation in County Employees Retirement System.
- Single/Family Health Insurance currently paid by Fire District. (There is a \$10,000.00 cap annually on the Health Insurance Benefits for employees hired after August, 6, 2009. This Health Insurance cap will be divided into 12 monthly increments in which the employee will pay any premium amount on a monthly basis that exceeds this cap amount).

- Life Insurance currently paid by department with additional supplemental amounts paid by employee.
- Dental and vision available, paid by employee.
- 80 hours vacation after 1 year of service, max carry over 80 hours at employees' anniversary.
- Nine (9) Holidays per year (New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, The day after Thanksgiving Day, Christmas Eve and Christmas Day).
- College course assistance currently offered and approved by the Board of Trustees.
- Other job-related education and training as approved by the Board of Trustees.
- Unlimited sick leave upon successful completion of one (1) year probationary period.
- Emergency leave accruing at three (3) hours per month with a maximum limit of 224 hours.

Application Process

- Submission of cover letter and resume no later than February 28, 2012.
- Review of cover letter and resume (e-mail address required).
- Formal application package will be sent to applicants following initial review of resume and cover letter.
- Background checks including a credit check that may be made since the position involves the handling of public funds.
- Telephone interview.
- Personal interview with fire chief and district leadership.
- Interview by board of trustees with final decision made.
- Conditional offer of employment subject to drug screen.
- Anticipated starting date is approximately May 15, 2012.

Persons interested in this position should submit cover letter and resume to:

Deputy Chief Chris Gosnell
 Okolona Fire Department
 8501 Preston Highway
 Louisville, Kentucky 40219