

# East Lake Tarpon Special Fire Control District



## *SOG 211 Job Description - Office Administrator*

**Implementation Date: 11/2000**

**Revision Date(s): 01/26/2015, 04/23/2019**

**Reviewed Date(s): 04/01/2019**

**Forms or Attachments: None**

**POSITION TITLE: Office Administrator**

**IMMEDIATE SUPERVISOR: Fire Chief**

**EMPLOYMENT HOURS: 40 hours, Non-Exempt**

**ACHIEVEMENT METHOD: Hired by the Fire Chief**

### **General Description:**

This is a senior administrative position requiring a high level of skill and experience. Duties involve a variety of secretarial and administrative duties which are performed in support of the Fire Chief, Commissioners and Department employees.

### **Responsibilities and Essential Job Functions:**

- Serve as the principal administrative support to the Fire Chief and Commissioners; provides information to Department employees and the public concerning established policies and procedures and performs clerical and secretarial duties.
- Maintains office services by organizing office operations and procedures; designing and maintaining filing systems (Records Custodian); orders office supplies, determines most economical resources for budgeted expenditures. Create and maintain human resources related files for current and past employees.
- Responds to all Public Records Requests in a timely manner and according to State Statute.
- Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
- Prepare various monthly reports relating to quality assurance.
- Maintains office efficiency by planning and implementing office systems and office equipment procurement.
- Department point person for outside service provider vendors (IT, phone, copier/printer, office cleaning, uniforms).
- Maintains professional and technical knowledge by attending educational workshops.

- Contributes to team effort.
- Receptionist for the Department, meet and greet the public, answer multi-line telephone, route calls, and/or record messages-
- Record, transcribe, and distribute Board of Fire Commission meetings and official minutes, onboard newly elected Fire Commissioners. Prepare meeting packets and materials.
- Assist with hiring and onboarding of new employees, assist with administrative needs during promotional process.
- Assist with grant applications (TIPS annually) and TRIM, SiPass Security System, SAM renewal.
- Liaison with insurance broker/providers (i.e. open enrollment, ongoing changes, new hires/terminated employees, liability insurance certificates, bonds, etc.).
- Oversee and order department uniforms.
- Manage, coordinate, and update Department Admin Outlook Calendar and Public Meeting Room Google Calendar.
- Administrator for and maintenance of Department Microsoft Office email system.
- Administrator for Department public website - add, revise, and create content.
- Participates on Board or Committees and with special projects as required.
- Organize and schedule various public meetings in department training room.
- Organizational, multitasking, and decision-making skills are essential.

### **Minimum Required Qualifications:**

#### **Education and Certifications:**

- Associate's Degree in a related field or a minimum of a high school diploma or GED plus 8 years' of applicable secretarial, clerical, customer service and administrative experience.
- Notary Public or obtain certificate within three months.

#### **Knowledge, Skills and Abilities:**

- Extensive experience in the operation of computers, including Microsoft Windows, Microsoft Office Suite, and Internet browser/functions and Outlook.
- Knowledge of standard office practices, procedures, and equipment usage.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to effectively communicate both verbally and in writing.

**Physical Requirements:**

- Ability to lift up to 35 pounds.

**Environmental Conditions:**

Performs professional and administrative duties, primarily in an office environment with occasional exposure to outside conditions.

**Note:** Reasonable considerations will be made for otherwise qualified individuals with a disability.