


East Lake Tarpon Special Fire Control District

	<i>SOP 211 Job Description-Office Administrator</i>	
	Implementation Date: 11/2000	Revision Date(s): 01/26/2015
		Reviewed Date(s):
	Forms or Attachments: None	

POSITION TITLE: Office Administrator

IMMEDIATE SUPERVISOR: Fire Chief

EMPLOYMENT HOURS: 40 hours

ACHIEVEMENT METHOD: Hired by the Fire Chief

Nature of Position

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.

Duties and Responsibilities

- 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 duties.
- Maintains office services by organizing office operations and procedures; designing and maintaining filing systems (Records Clerk); orders office supplies.
- Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.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.
- 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 and transcribe Board of Fire Commission Meeting minutes.
- Organizational, multitasking and decision-making skills are essential.

Minimum Required Qualifications

Associate's Degree or a minimum of 8 years' of applicable experience

Extensive experience in the operation of computers, including Microsoft Windows, Microsoft Office Suite, and Internet Explorer

Knowledge of standard office practices, procedures and equipment usage.

Ability to establish and maintain effective working relationships with other employees and the general public.

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