

**City of San Rafael
Job Class Specification**

Job Title: Administrative Assistant to the Fire Chief

SUMMARY

Under direction of the Fire Chief, performs varied, complex and confidential secretarial and office administrative assistance and may supervise clerical staff.

CLASSIFICATION CHARACTERISTICS:

Administrative Assistants to designated Department heads are distinguished from Administrative Assistant IIIs by providing administrative support to the Department Heads of the City's largest and most complex departments and supervising clerical staff. Assignments at this level involve a higher degree of complexity, greater administrative responsibility, confidentiality and increased initiative and independent judgment. Thorough knowledge of department policy and procedure obtained by several years of department specific experience is required as well as the ability to relate well to the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Receives and screens visitors and telephone calls, providing information requiring the interpretation of policies and procedures.
- Takes messages or refers the caller to the appropriate person.
- Researches and compiles a variety of informational materials.
- Opens, sorts, and screens mail and attaches pertinent back up materials.
- Types a wide variety of drafts and finished documents, including confidential materials from brief instructions, or written materials.
- Operates word processing equipment and inputs and/or retrieves data from an on-line computer system, and effectively operates email systems/contact lists.
- Initiates correspondence independently for signature by the department head.
- Reviews finished materials for completeness, accuracy, and format, compliance with policies and procedures, and appropriate English usage.
- Organizes and maintains various departmental files and records.
- Follows up on projects, transmits information and keeps informed of department activities.
- Schedules meetings and appointments and arranges for facilities and supplies.
- Prepares, approves, compiles, and distributes various documents and reports. Researches information for Chief.
- Assists in gathering data, preparing and monitoring the annual departmental budget.
- Monitors and orders office supplies and furnishings, issues and maintains petty cash.
- Performs a variety of administrative tasks specific to the needs of the Fire department.
- May be required to supervise employees, including participation in the hiring process, performance evaluations, documenting and counseling of employees, and making recommendations for discipline and/or merit salary increases.
- May interview and recommend hiring, conduct performance appraisal and counsel of employees, document deficiencies and recommend discipline.
- Performs related duties as required.

KNOWLEDGE OF:

- Standard office administration and secretarial practices and procedures
- Business letter writing and English grammar, spelling and punctuation
- Operation of common office equipment

- Record keeping, report preparation, and filing systems and methods
- Policies and procedures related to the department to which assigned
- Basic business data processing principles and the use of word processing equipment
- Grant writing desirable
- Principles and practices of supervision.

ABILITY TO:

- Provide varied complex administrative assistance to Fire Chief.
- Use initiative and independent judgment within established guidelines.
- Establish and maintain effective working relationships with others.
- Research and compile a variety of informational materials.
- Compose correspondence independently or from brief instructions.
- Maintain accurate records and files.
- Type at a rate of 65 net words per minute from printed copy.
- Organize work, set priorities, meet critical deadlines and follow up assignments with a minimum of direction.
- Prepare agendas, attend meetings and take notes.
- Perform basic account clerk functions including payables and receivables.
- Effectively supervise, write performance evaluations, mentor and direct work.

EDUCATION and/or EXPERIENCE:

Equivalent to graduation from high school and five (5) years responsible secretarial or office administrative experience. Business or secretarial school training and course work is desirable. Proficiency with Microsoft Office (advanced level in Word and Outlook, intermediate level in Excel and PowerPoint). Familiarity with Adobe Acrobat and web publishing. Supervisory experience is preferred.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid CA driver's license required.

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 regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate.

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.

FLSA Status: Non-exempt
Prepared By: Leslie Loomis
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