

# CIMARRON HILLS FIRE PROTECTION DISTRICT

## POSITION DESCRIPTION



**POSITION TITLE:** Administrative Assistant  
**POSITION STATUS:** Full-Time Paid; “At-Will”  
**FLSA CLASSIFICATION:** Non-Exempt  
**REPORTS TO:** Executive Assistant

**POSITION DESCRIPTION EFFECTIVE DATE:** January 1, 2023

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This position description is established by the Cimarron Hills Fire Protection District (“District”) to outline the basic requirements, duties, and general responsibilities of the Administrative Assistant position. The Administrative Assistant works a schedule determined by the Fire Chief, consisting of approximately forty (40) hours each week, with overtime required as needed.

This position is “at-will,” which means the Fire District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal, State, and local law. Similarly, the employee may terminate the employment relationship for no reason at any time.

### **SUMMARY OF POSITION:**

Under the supervision of the Executive Assistant, the Administrative Assistant performs a variety of administrative, budgetary, research, and record-keeping duties in support of assigned department, division(s), or program(s); coordinates and participates in administrative functions in support of immediate and long-term goals and objectives. The position requires the employee to be disciplined and precise, organized, analytical, and skilled at computer use. Must possess a team attitude toward the execution of tasks supporting all organizational levels.

### **REPORTING RELATIONSHIP:**

The Administrative Assistant works under the direct supervision and guidance of the Executive Assistant. This position may receive daily guidance and assignments from any Chief Officer. The position has no regular supervisory duties.

### **DUTIES AND RESPONSIBILITIES:**

1. Performs a full range of complex data related duties in support of assigned department, division, program, or team.
2. Researches, reviews, and summarizes a variety of statistical and administrative information; coordinates and participates in the preparation of various reports, memoranda, and correspondence of a legal, technical, or confidential nature requiring judgement as to content, accuracy, and completeness.
3. Participates in a full range of clerical functions involved in maintaining accounts; reviews work to ensure compliance with established policies, procedures, and dates; performs a full range of clerical tasks including coding, posting, verification, and reconciliation of data.
4. Enters alpha/numeric data from a wide variety of source documents into computer files; detects and corrects erroneous or missing information data; retrieves information from computer data files; prepares recurring and special reports from received data; maintains source document files.

5. Assists in testing of upgrades within organizational and payroll systems; updates customer, vendor and employee tables within systems as needed; performs system requirements testing related to changes in reporting requirements, changes in information, and other needs within systems.
6. Maintains a variety of hard-copy and computer files, records and correspondence; assures all files and records are organized, accurate, and complete.
7. Maintains a schedule of meetings and activities necessary to coordinate activities with executive management staff, other divisions, and outside agencies.
8. Participates in developing divisional goals, objectives, and procedures; identifies opportunities for improvement of service delivery.
9. Performs various activities related to:
  - a. Customer Service External: Provides customer services for external community outreach activities to include, but not limited to, school programs, community assistance programs, school visits, community activities and events, and charitable events. May be tasked with coordinating public education programs, as directed by the Fire Chief.
  - b. Customer Service Internal: Assesses and continually monitors, enhances, and improves internal awards and incentive programs, coordinates recognition programs and events, ceremonies and member appreciation activities, and performance management measures. Creates and provides analysis of data from department surveys.
  - c. Public Information General: May serve as the backup CHFD Public Information Officer. Works with media outlets to accomplish press release and information coordination, as well as manage media systems (e.g., Twitter, Facebook, and Next-Door) and website information. Provides internal photography and videography.
  - d. Human Resources: Duties may include application processing, job postings, interview schedules, reference and background verification, processing employees, coordination of new hire and random drug/alcohol testing, records retention, and general filing. Analyzes time and attendance entries for accuracy; tracks and documents light duty hours and military leave; answers employee questions.
  - e. Payroll: Processes time reporting documents and tracking information; reconciles direct deposit activities and check requests for payment of benefits; processes W-2s for year-end reporting to employees; processes garnishments and other reductions in pay.
  - f. Finance: Manages inventory, purchase, and issuance of member uniform components and items in the CHFD store. May perform general duties associated with the CHFD financial and planning assistant in their absence or may serve as an assistant to this position.
  - g. Assistant Board of Director Clerk: May prepare and manage Board of Director documents, files, and meeting materials, as well as completion and processing of meeting minutes in absence of Executive Assistant.
  - h. Office Management: Organizes, schedules, and maintains office facilities and activities to achieve the expectations of the Fire Chief. Maintains department calendars, updates personnel rosters, and organizational charts. Oversees department key and access control.
  - i. Records Custodian: Assists custodian of departmental documents and records. Coordinates research and response to CORA requests.
  - j. Information Technology: Assists with new member access to email and other systems as needed. Troubleshoots and coordinates repair of computer, telephone, and wireless connectivity and software issues.
  - k. Training & Operations: Coordinates payment for training classes, arranges lodging/travel, creates itineraries. Participates as needed with internal training and coordinated exercises. At the direction

of the Fire Chief, may respond to the field in support of CHFD operations or those of mutual aid partners. Responds after hours to significant emergency incidents to assist within capabilities.

10. Ensures staff submits necessary documents and forms according to established time lines; monitors transactions; ensures compliance with budgetary restrictions; maintains related records; resolves discrepancies.
11. Reconciles internal tracking tools. Provides real time reports detailing historical data and trends; provides future projections; generates options for management consideration.
12. Assists Chief Officers and Executive Assistant with special projects, as assigned.
13. Reviews, makes recommendations to, and updates policies/procedures and Employee Handbook, as well as creation/update of departmental forms.
14. Produces department-wide informational publications on a regular basis under the direction of the Fire Chief or Executive Assistant.
15. Performs a variety of clerical, secretarial, and administrative work in answering phones, receiving, and answering questions from the public as well as inquiries from employees, receiving and processing plans, providing customer assistance, coordinating room reservations, and ensuring timely setup of requested room configurations.
16. Cleans and confirms the professional presentation of department facilities, when assigned.
17. Operates office machines, as required.
18. Consistently promotes a professional image of the district. Consistently and correctly interprets and abides by the district's rules, policies, and procedures.
19. Other duties as assigned.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

##### Knowledge of:

1. Administrative and secretarial support methods and techniques.
2. Telephone and office etiquette.
3. Business letter writing and report preparation techniques.
4. Proper English usage, spelling, punctuation and grammar.
5. Principles of filing and record keeping.
6. Technical accounting principles and practices.
7. Basic services and activities of a payroll, accounts receivable, and accounts payable program.
8. Modern office procedures, methods and equipment including computers.
9. Modern office software including word processing and spreadsheet applications; Microsoft Office Suite experience preferred.
10. Operations, services, and activities of assigned department, division or program.

##### Ability to:

1. Establish and maintain effective working relationships with those contacted in the course of work including District staff and the general public.
2. Demonstrate effective listening and speaking skills. Produce clearly organized and easily comprehended written communications. Maintain an open line of communication with superiors and co-workers.
3. Communicate clearly and concisely, both orally and in writing.
4. Prepare business letters and memoranda.

5. Type and enter data at a speed necessary for successful and timely job completion.
6. Perform a variety of typing, data entry, and data processing functions; ensure accuracy and completeness.
7. Operate office equipment including computers and supporting software applications.
8. Maintain a variety of files and records.
9. Maintain and reconcile financial ledgers and accounts.
10. Independently organize, schedule, and execute assigned duties, assignments, and responsibilities.
11. Schedule work for the most efficient and effective performance of activities and elimination of unnecessary activities. Handle multiple responsibilities simultaneously, prioritize responsibilities appropriately, and perform responsibilities in a thorough and timely manner.
12. Assist with budget preparation and administration.
13. Demonstrate mature, professional, and appropriate conduct at all times and in all places, employing ethics, integrity, honesty, and a cooperative teamwork atmosphere.
14. Set goals, receive delegated tasks, and effectively perform all duties without requiring close supervision.
15. Adapt to necessary changes in operations; be willing to recommend and try new ideas.
16. Interpret, explain, and apply District rules, policies, and procedures.
17. Maintain physical condition appropriate to the performance of assigned duties and responsibilities, adhering to all CHFD appearance and uniform procedures.

## **QUALIFICATIONS:**

### **Experience:**

1. Previous administrative, management support, or secretarial experience. Minimum two (2) years. Emergency services experience preferred.
2. Must be at least eighteen (18) years of age.

### **Education:**

1. Must possess a High School diploma or G.E.D; Associates Degree from an accredited college or university is preferred.

### **Certificates or Licenses:**

1. Must possess or be eligible to obtain within 30 days of appointment to the position, and maintain, a valid Colorado driver's license.
2. Obtain and maintain designation as a Colorado Notary Public within one year of appointment.

## **PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS:**

### **Physical Requirements:**

1. Strength and Mobility – Mobility to move to and from various points within the district facilities. Able to sit for long periods of time, performing office duties. Must possess the ability to lift items in excess of fifty (50) pounds occasionally and up to ten (10) pounds frequently.
2. Auditory – Ability to understand and follow oral instructions in the English language.
3. Verbal – Ability to participate in routine conversations, in person or via telephone, in the English language.
4. Visual – Must be able to distinguish circumstances/situations, written materials, and other details pertaining to assigned job duties from distances both near and far.

**Environmental and Other Requirements:**

1. This position largely involves sedentary, administrative work in an office environment.
2. This position requires standing, walking, sitting, kneeling, stooping/bending, light lifting, reaching over head, reaching away from body, and repetitive motion.
3. This position demands frequent use of sensory activities such as talking, seeing, hearing, depth perception, and color vision.
4. This position requires the ability to read, write, speak, and understand the English language at a level adequate to perform the job.

**RELATIONSHIPS:**

1. Community Members and Visitors (to include schools, media, etc.) – Multiple daily interactions by personal contact, telephone, and electronic communication (E-mail).
2. Co-workers – Multiple daily interactions to exchange information, to complete administrative and operational tasks related to the position, coordinate program needs, purchases, and documentation.
3. Fire Department Members – Multiple daily interactions by telephone, electronic communication (E-mail), and personal contact: exchange of information.
4. Fire Department Chief Officers – Multiple daily interactions by telephone and personal contact: processing of personnel issues, exchange of information, and assisting executives.
5. Other contacts as assigned, required, or needed.

**ACKNOWLEDGEMENT:**

I acknowledge receipt of this position description and agree to perform within the parameters established.

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Signature

\_\_\_\_\_  
Date

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(Print Full Name)