

City of St. Charles Position Description  ST. CHARLES SINCE 1834	<b>Position Title</b>	Sr. Administrative Assistant		
	<b>Department</b>	Fire	<b>Division</b>	
			<b>Section</b>	
	<b>Full/Part Time</b>	Full Time	<b>Union</b>	Non-Union
	<b>Reports to</b>	Fire Chief	<b>Positions Supervised</b>	Administrative Assistant(s)
<b>FLSA Status</b>	Non-Exempt	<b>Salary Grade</b>	K	

### Position Description Overview

This position, under the general supervision of the Fire Chief, is responsible for a wide variety of complex secretarial duties and some administrative functions. This position also involves considerable independent judgment in daily work activities. The Sr. Administrative Assistant supervises and evaluates the work of the Fire Prevention Administrative Assistant.

### Essential Job Functions

#### *Standard*

1. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
2. Adhere to all department and City safety policies.
3. Consistent attendance and punctuality is required.

#### *Position-Specific*

1. Compose and prepare both routine and technical correspondence, reports, and documents, and provide administrative support to department.
2. Communicate with citizens and other members of the public in a timely, accurate, and professional manner. Explain, advise, and assist the public and other City departments on City or department projects, rules, regulations, goals and/or objectives, both in person, over the telephone, and electronically.
3. Process a wide range of routine administrative functions.
  - Create and organize methods and procedures to improve work efficiency and productivity;
  - Routinely answer telephone calls;
  - Schedule meetings;
  - Type, copy, collate, assemble, file, and distribute office documents; and
  - Various other miscellaneous duties.
4. Organize, execute, and oversee departmental activities and projects in accordance with departmental goals.
5. Assign, supervise, and evaluate the work of the Administrative Assistant.

6. Respond to FOIA requests and maintain department log.
7. Respond to HIPAA requests and maintain department log.
8. Monitor record retention schedule for Department.
9. Provide clerical support for Tri-City Ambulance.
10. Provide clerical support for Board of Fire and Police Commissioners.
11. In the absence of the Department Director or designee, oversee the effective administrative functions of the department office per department needs.
12. Assist in preparation of budget for Fire Department and enter into computer mainframe.

<b>Additional Job Functions</b>	
<i>Standard</i>	
<ol style="list-style-type: none"> <li>1. Contribute to a positive group environment by:               <ul style="list-style-type: none"> <li>• Complying with all safety policies, practices, and procedures, and reporting all unsafe activities to supervisor and/or Human Resources.</li> <li>• Participating in proactive team efforts to achieve departmental and City-wide goals;</li> <li>• Assisting other co-workers on special projects as required; and</li> <li>• Providing leadership to others through example and by sharing knowledge and skills.</li> </ul> </li> <li>2. Perform other duties as required or assigned.</li> </ol>	
<i>Position-Specific</i>	
N/A	

<b>Basic Requirements</b>	
For successful performance in this position, the incumbent will need to demonstrate the following:	
<b>Knowledge</b>	<i>Standard</i>
	<i>Position-Specific</i>
<b>Skills</b>	<i>Standard</i>

	<ol style="list-style-type: none"> <li>1. Effective interpersonal communication skills for interaction with elected and appointed officials, employees, agencies, other governmental units, and the public.</li> <li>2. Excellent file maintenance and organizational skills.</li> </ol>
	<p><i>Position-Specific</i>  N/A</p>
<p><b>Abilities</b></p>	<p><i>Standard</i></p> <ol style="list-style-type: none"> <li>1. Demonstrated ability to handle confidential material and information in an ethical, professional manner.</li> <li>2. Demonstrated ability to handle multiple tasks simultaneously, in a timely manner, and with minimal supervision.</li> <li>3. Demonstrated ability to perform basic mathematical calculations, including the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, and to compute percentages.</li> <li>4. Ability to function under general supervision and operate within policy guidelines using independent judgment in achieving assigned objectives.</li> <li>5. Ability and willingness to receive, handle, and complete confidential submissions, records, reports, and data with utmost honesty, integrity, and confidentiality.</li> <li>6. Ability to develop work methods and procedures with initiative and good judgment and to use resourcefulness and tact in meeting new challenges.</li> <li>7. Ability to prioritize and oversee completion of projects, delegate workload, and supervise other staff as position dictates.</li> <li>8. Ability to collect, logically organize, and interpret information provided in verbal, written, and diagram form, and to make appropriate decisions or recommendations within the scope of position responsibilities.</li> <li>9. Ability to speak and communicate clearly in an office environment.</li> <li>10. Ability to speak effectively before groups of members of the public or employees.</li> <li>11. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.</li> <li>12. Ability to compose routine correspondence and reports in a clear, concise, logical, and effective manner, utilizing proper grammar, spelling, punctuation, sentence structure, and tone.</li> <li>13. Ability to accurately proofread and edit documents for correct grammar, spelling, sentence structure, punctuation, tone, and content.</li> <li>14. Ability to efficiently take dictation and to utilize transcription equipment.</li> <li>15. Ability to type 60 words per minute.</li> <li>16. Possession of a valid driver's license.</li> </ol>

	<p><i>Position-Specific</i></p> <ol style="list-style-type: none"> <li>1. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from citizens, members of the public, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format.</li> <li>2. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.</li> <li>3. Ability to supervise other administrative staff, directing daily work tasks, and organizing all office administrative duties.</li> <li>4. Ability to take verbal dictation rapidly and accurately. Ability to use transcribing equipment.</li> </ol>
<p><b>Education &amp; Experience</b></p>	<ol style="list-style-type: none"> <li>1. High school diploma required. Associate's degree preferred.</li> <li>2. Minimum of three (3) years of administrative experience of a progressively responsible or difficult nature.</li> <li>3. Minimum of one (1) year of supervisory experience.</li> <li>4. National Incident Management System (NIMS) training as required.</li> <li>5. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.</li> </ol>
<p><b>Physical/ Environmental Demands</b></p>	<p><i>Standard</i></p> <p>Light physical activity performing non-strenuous daily activities of a productive/technical nature at moderate noise levels in a well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation, including:</p> <ol style="list-style-type: none"> <li>1. Physical ability to sit, stand, walk, climb, balance, stoop, kneel or crouch.</li> <li>2. Physical ability to reach items with arms and hands and manual dexterity and fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above.</li> <li>3. Physical ability to hear ordinary conversation, such as questions from residents, as well as other sounds, such as the telephone ringing, etc.</li> <li>4. Ability to see close, at a distance, and with peripheral vision as well as to adjust vision focus.</li> </ol> <hr/> <p><i>Position-Specific</i></p> <ol style="list-style-type: none"> <li>1. Exposure to fumes and airborne particles.</li> </ol>

## Position Description Acknowledgement

**Position Title**

Sr. Administrative Assistant-Fire

**Revised/Updated**

9/2/15

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

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Employee

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Date

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Supervisor

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Date

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Human Resources

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Date