

CITY OF ARCADIA
FIRE ADMINISTRATIVE SPECIALIST

DEFINITION

Under direction, to perform a variety of responsible, confidential and complex administrative and secretarial duties for fire prevention and management staff; to plan, organize, and oversee fire prevention education operations and functions; and to provide information and assistance to staff and the general public.

SUPERVISION EXERCISED

May exercise direct supervision over secretarial and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Interpret regulations, policies, and procedures; analyze situations and make decision involving independent judgment and requiring specialized knowledge of technical practices and precedents.

Conduct a variety of organizational studies, investigations, and operational studies; collect and compile material for review and analysis; provide recommendations for changes in programs, policy, or procedures to improve efficiency and cost effectiveness of operations; coordinate consultation, information exchange, and necessary clearances and or approvals.

Participate and assist in the administration of fire department office operations; supervise, organize, and manage all office activities associated with the office; recommend organizational or procedural changes affecting support activities; recommend improvements in work flow, procedures, and use of equipment and forms.

Relieve department head of a variety of administrative details; independently respond to routine letters and general correspondence; compose and prepare letters, memoranda, and reports pertaining to standard policies.

Assist in the preparation and monitoring of assigned budgets including compiling annual budget requests, recommending expenditure requests for designated accounts, and monitoring approved budget accounts; review the financial condition of assigned programs and recommend and initiate corrective action to ensure financial integrity.

Provide media outlets details on incidents or activities of the Fire Department. May serve as the Fire Department's Public Information Officer.

Coordinate public education and public relations events.

Coordinate departmental applications, licenses, and permits.

Develop and participate in Fire Department public education activities.

Make public presentations to schools, homeowners' groups, civic and business organizations, and other segments of the community to promote community interest and enthusiasm in fire safety awareness and emergency preparedness.

Develop, prepare, and update press releases, public service announcements, pamphlets, brochures, and other information/educational materials in coordination with fire safety and emergency preparedness programs.

Evaluate departmental computer needs; install new computer hardware and software; train personnel in operation of computer hardware and software; administer and maintain departmental computer network.

Compile and submit state required CRIRS reports.

Serve as a primary resource and information source regarding department, program and unit policies, procedures, objectives, and operational functions; receive and interview office visitors and telephone callers; answer questions and provide information where judgment, knowledge and interpretations are utilized, especially in the proper handling of confidential information or files; resolve complaints; refer caller to appropriate source as necessary.

Organize the flow of communication through the assigned office in an efficient and effective manner with City staff, news media, the general public, businesses, and other agencies.

Collect, compile, and analyze information from various sources on a variety of specialized topics related to programs in assigned area; write reports which present and interpret data, identify alternatives and make and justify recommendations.

Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Direct, coordinate and review the work plan for assigned staff; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; may provide replacement to assigned staff as necessary.

Assist in a variety of department, program and unit operations; coordinate, supervise, monitor, and participate in special projects, assignments and activities as assigned; maintain control files on matters in progress and expedite their completion; serve on committees as assigned.

Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative; perform varied and responsible duties to assist in the processing and completion of administrative operations for assigned staff.

Initiate, complete and maintain a variety of files, programs and records for information related to the assigned department and programs including financial, budget, payroll, personnel, staffing, operational and administrative records; maintain and update resource materials.

Assist in the preparation and monitoring of grant activities.

Operate modern office machines and equipment including word processors, typewriters, printers, copiers, calculators, and FAX machines; routinely use a full range of word processing and spreadsheet computer software applications.

Order, receive, inventory, store, and distribute supplies, forms, and related items; prepare purchase orders; contact vendors and suppliers as needed; maintain related records.

Attend and participate in staff meetings and related activities; attend workshops, conferences, and classes to increase professional knowledge.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles of fire safety, education and common fire safety hazards and emergency preparedness measures.

Office management principles.

Accounting and bookkeeping principles and practices.

Principles and practices of budget development and administration.

Principles and practices of statistical and administrative data collection and report preparation.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern office procedures, methods, and equipment including computer equipment and applicable software programs.

English usage, spelling, vocabulary, grammar, and punctuation.

Principles and practices of business letter writing.

Principles and procedures of record keeping.

Principles and techniques used in dealing with the public.

Word processing methods, techniques, and programs including spreadsheet and data base applications.

Practices used in minute taking and preparation.

Mathematical principles.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Type at a speed of 50 words per minute and enter data at a speed necessary for successful job performance.

Transcribe recorded minutes.

Operate a motor vehicle safely.

Ability to:

Plan, organize, direct and control various functional areas of fire department operations.

Interpret and apply pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.

Research, compile, analyze, interpret and prepare a variety of statistical and administrative reports.

Compile, tabulate, and analyze data and information and prepare summaries and reports.

Independently interpret a variety of complex policies and procedures.

Develop operating procedures to implement programs and policies.

Read, understand, apply, and explain technical policies and procedural requirements.

Supervise, train, and evaluate assigned staff.

Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.

Work under limited supervision within a broad framework of standard policies and procedures

Use independent judgment, initiative, and good human relations and problem solving skills in the application and follow through on decisions.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Respond to questions from the public and City personnel regarding policies and procedures for the assigned area.

Work cooperatively with other departments, divisions, City officials and outside agencies.

Analyze situations carefully and adopt effective courses of action.

Maintain confidential data and information.

Independently prepare correspondence, memoranda, and minutes of meetings.

Perform mathematical computations quickly and accurately.

Plan and organize work to meet schedules and timelines.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Five years of increasingly responsible administrative secretarial, administrative assistant, office management, or related experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training and course work in accounting, management, or business administration, office practices, or a related field.

License or Certificate:

Possession of, or ability to obtain within six months from date of hire, First Aid/CPR and AED Certification.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: January, 1999

Revised Date: August, 2015