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JOB DESCRIPTION

Position: Executive Assistant
Supervisor: Reports to Fire Chief
Division: Administration
FLSA Status: Non-Exempt
Effective Date: February 2018

This Job Description is established by the Arvada Fire Protection District ("District") to outline the basic requirements, duties and general responsibilities of the Executive Assistant position, and is written to complement the District's Member Handbook and Standard Operating Guidelines.

The headings in this Job Description are for reference only and shall not affect its interpretation.

Position Summary:

Under general supervision, the Executive Assistant provides professional, responsible, confidential, analytical and technical administrative support for the Fire Chief and District Board regarding Fire District affairs such as typing, filing and preparation and review of written documents at an executive level. The Executive Assistant also provides administrative support and performs as lead program manager on special projects and organizational programs, providing supervision and coordination of work which includes other divisions. The Executive Assistant acts as the Designated Election Official for District Elections and Secretary to the District Board.

Immediate Supervisor:

The Executive Assistant reports to the Fire Chief.

Supervisory Responsibility:

The Executive Assistant has no official supervisory role; however, the Executive Assistant supervises and coordinates projects for Administration and other District Divisions.

Primary Duties and Responsibilities (Essential Functions):

The following duties are an overview of the primary duties and responsibilities of the Executive Assistant and should not be considered an all-inclusive list.

1. Demonstrates a comprehensive knowledge of the District's rules, policies and procedures, as they pertain to the Administration Division specifically and the District generally, including but not limited to the rules, policies and procedures contained in the

District's Member Handbook, Payroll Procedures Manual, and Standard Operating Guidelines, and consistently and appropriately enforce the District's rules, policies and procedures.

2. Provides administrative support to the Fire Chief through the preparation of written materials including composing, typing, reviewing, editing and proofreading a variety of letters, memos, Board packet documents, personnel documents, reports, and statistical charts from notes which include information of a sensitive and confidential nature.
3. Coordinates special projects and District events as assigned.
4. Performs complex secretarial duties such as independently planning, organizing, and prioritizing work and compiling reports.
5. Establishes and maintains administrative files including historical legal documents, resolutions, ordinances, contracts and agreements, and coordinates records retention and destruction.
6. Serves as Recording Secretary to the Fire District Board of Directors, Volunteer Pension Board of Trustees, and others as required. Manages the preparation, organization, and distribution of packet material related to specific Fire District Board meetings. Drafts Board of Directors action summaries, resolutions, and various other Board packet related documents. Attends Board meetings and records all official proceedings, preparing minutes and documents for the Boards.
7. Composes and types letters, memoranda, reports, presentations, manuals, brochures, letters and flyers.
8. Reviews and provides editorial feedback on correspondence, memoranda, Standard Operating Guidelines, District Policies, Office Procedures, etc. prepared by others to assure correctness of content, typographical and grammatical accuracy.
9. At the direction of the Board, acts as Designated Election Official for the coordination of all District elections. This includes preparation and filing of all election-related legal documents and meeting all required deadlines. Ensures that all election preparations are completed and needed equipment and personnel are available for elections.
10. Serves as liaison for associated entities, outside organizations, and other governmental entities, including, but not limited to: AFD retired volunteer members, DOLA, SDA, Arvada Chamber of Commerce, and others as assigned.
11. Coordinates travel rewards program for all Divisions.
12. Ensures that office equipment and supplies are maintained for employees working out of HQ. Prepares/processes equipment and supply orders following District procedures.
13. Performs various special office project assignments involving a high degree of administrative skills and the ability to make decisions based upon a working knowledge of District policies and procedures.

14. Coordinates with personnel from other Divisions to manage District wide programs (i.e. property & liability insurance program).
15. Maintains confidentiality of materials and information of a highly sensitive and confidential nature requiring the exercise of independent judgement, personal initiative, and strict confidentiality.
16. Maintains customer service survey program including mailing surveys, data entry and coordinating the development of reports.
17. Researches and prepares special reports, including gathering and summarizing data.

Knowledge, Abilities and Skills:

1. Knowledge of office management practices and procedures.
2. Knowledge of departmental operations and functions and familiarity with board-governed governmental entities.
3. Knowledge of general bookkeeping practices and procedures.
4. Comprehensive knowledge of and proficiency in the use of computer software including Microsoft Office (Outlook, Word, Excel and PowerPoint), Publisher, Adobe Acrobat, and database systems.
5. Skill in coordinating large public events.
6. Understanding and experience in project planning.
7. Exercise a high level of interpersonal skill to develop and maintain positive, effective working relationships with stakeholders including staff, board members, employees, retirees and external partners.
8. Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
9. Ability to operate general office equipment including telephone systems, photocopiers, postage meters, and facsimile machines.
10. Ability to speak in a professional manner and communicate effectively to a diverse population and interpret instructions as they relate to assigned tasks and related duties.
11. Ability to read, write, speak, and understand the English language at a level adequate to perform the duties of the position.
12. Maintain positive and constructive written and oral communication skills at all times.
13. Work well in a progressive, team-oriented environment.
14. Provide excellent service to the community.

15. Have a positive attitude and be a self-starter.
16. Promote a positive, professional image of the District at all times.
17. Perform other duties as may be assigned.

Minimum Qualifications and Certification Requirements:

1. Possess a high school diploma or G.E.D.
2. Possess and maintain a valid Colorado driver's license, and acceptable driving record.
3. Five years progressively responsible experience as an administrative assistant.
4. Post-secondary education and/or training in business preferred.
5. Equivalent education and experience may be considered if sufficient to successfully perform the essential duties and responsibilities of the position.
6. Ability to understand and maintain filing systems.
7. Knowledge of computer software applications including word processing, data base management, graphics and spreadsheets.

Work Environment and Physical Requirements:

1. This position will involve sedentary, administrative work in an office environment.
2. Use of sensory activities, such as talking, seeing, and hearing, will be required frequently.
3. Position requires close vision and the ability to adjust focus.
4. This position requires ability to sit for extended periods, and frequent pushing, pulling, pinching, gripping, reaching over head, and reaching away from body. This position also requires frequent standing, walking, twisting, and turning, and occasional kneeling, bending, squatting and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement and finger coordination in preparing statistical reports and data, using a computer keyboard and mouse.
5. Position requires ability to frequently lift/move objects of up to 10 pounds in weight, and occasionally lift/move objects of up to 25 pounds in weight.
6. Work will involve periods of high mental and/or emotional stress.
7. Occasional weekend and/or evening work will be required.