



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Executive Assistant to the Fire Chief

Department: Fire
Date Established: 10/2014

Reports to: Fire Chief
Date Revised: 11/2018

Pay Grade: 19X
FLSA Status: Non-exempt

CLASSIFICATION SUMMARY

The Executive Assistant to the Fire Chief supports the Fire Chief by independently and routinely performing complex and advanced administrative and secretarial duties relating directly to major departmental functions with limited instruction. The position performs or leads a variety of projects as assigned and researches solutions independently to special issues or problems.

The job involves the use of a variety of computer operations and/or specialized software to complete daily assignments, perform data entry and data analysis, utilize desktop publishing, prepare for meetings and presentations, and maintain accurate and complete records. The work may be highly specialized and absolute confidentiality is essential.

The Executive Assistant to the Fire Chief gives direction and responds to questions or unusual situations.

The job requires working within a political arena, handling sensitive information, and establishing and maintaining collaborative and cooperative working relationships with elected and appointed officials, businesses, other city employees, other organizations, the general public, and the news media. It also requires ensuring appointments are made and kept while considering constant interruptions and schedule changes. The job requires in-depth knowledge of the organization in order to manage multiple projects and support the Fire Chief in interpreting, applying and implementing policies and procedures to accomplish the mission of the organization.

The work is performed with considerable latitude for independent judgment and initiative and attention to professionalism, consequences, and potential loss of trust from the community.

The Executive Assistant to the Fire Chief works in a general office environment where noise is moderate.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Provides technical administrative support to the Fire Chief performing such tasks as developing, formatting and typing a variety of executive, sensitive, confidential, and official documents.

Audits processes and operating policies. Presents finding and supports the Fire Chief in implementation to accomplish the mission of the organization.

Assists the Fire Chief in preparing and monitoring the department budget; completes forecasting for budget planning; may develop financial procedures.

Performs special projects as assigned; coordinates related work; prepares reports.

Answers inquiries and provides information to the public, other city departments, businesses and private individuals. Prepares reports and information for the public.

Performs other related duties as assigned by the Fire Chief.

Performs all work duties and activities in accordance with departmental policies, procedures, and safety practices.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Customer service principles and procedures;
- Bookkeeping and accounting methods;
- Principles and procedures of record keeping and reporting;
- Modern office functions, management, processes and procedures;
- Operation of standard office equipment and a personal computer and job-related software applications for word processing, spreadsheets, desktop publishing and other required applications;
- Database management and analysis.

Skill and Ability to:

- Plan, organize, prioritize multiple projects;
- Analyze and interpret complex information and data;
- Answer inquiries and provide information for the public, other city departments, businesses and private citizens;
- Operate a personal computer and job-related software applications;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with city policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- Bachelor's Degree in Political Science or Business Administration; or
- Ten (10) years' related experience in governmental environment Preferred two (2) years' experience with special project assignments.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, and work in an office environment. The job requires hand/finger dexterity to keyboard or type, handle materials, manipulate tools, and reach with hands and arms. The job requires operation of office equipment. The employee must occasionally lift and/or move up to 25 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.