

Executive Assistant

1536.1 PIERCE COUNTY FIRE PROTECTION DISTRICT NO. 21 JOB DESCRIPTION

TITLE: Executive Assistant

GENERAL DEFINITION:

This position is responsible for performing a wide variety of complex and confidential department-wide executive support duties and processing administrative details requiring the immediate attention of the Fire Chief. This position coordinates and manages executive workload and processes at the request of the Fire Chief. This position coordinates activities and ensures departmental or Board administrative functions are achieved.

The work is characterized by difficult, complex and confidential executive assistance duties. This classification maintains a higher level of responsibility and degree of specialization. The duties of this position affect department-wide operations and administration. The incumbent is required to have the ability to make decisions and take responsibility for such decisions. Incumbent is also required to exercise a substantial amount of tact, independence, judgment and initiative. This position is a confidential, non-represented, FLSA-exempt position.

This position reports to the Fire Chief.

Supervision Exercised:

None.

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

- Performs executive support of a highly complex and responsible nature to executive staff personnel and the elected Board.
- Oversees the day-to-day operations of the Fire Chief's office relieving the Fire Chief of routine to complex administrative matters. Drafts reports for management review, performs technical research, evaluates and studies various programs, performs clerical activities, conducts basic data analysis, composes correspondence, and manages complex calendars, activities and events.
- Develops, organizes and coordinates district-wide office activities, services and schedules to ensure smooth and efficient operation of work.
- May provide labor negotiations support and involvement with IAFF Local 726.
- Collects, compiles and coordinates statistical data and other information for inclusion into special and periodic reports. Prepares special reports as necessary. Researches and analyzes information and establishes appropriate report formats.
- Exercises considerable discretion in processing important and highly confidential information.
- Prepares agendas, packets and performs as recorder for all Fire Chief Meetings, and other committees as needed.

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- Responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.
- Prepares forms, memoranda, correspondence and reports on a computer from handwritten drafts, oral or written instructions. Operates computers utilizing a variety of software programs, including database, spreadsheet, and word processing applications, to produce documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar. Duplicates and distributes materials.
- Records and prepares minutes from a variety of meetings, arranges and schedules a variety of meetings, attends meetings as assigned.
- Prepares and maintains a variety of records, logs and files. Routes and tracks documents and other materials for review and approval, compiles data, maintains books and manuals.
- Enters data on a computer, edits computer records and maintains database files.
- Prepares purchase orders. Oversees ordering and maintenance of office supplies and equipment.
- Operates listed office machines as required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills and Abilities:

Knowledge of:

- Municipal government and District policies, procedures, structure and objectives; applicable local, state, and federal laws, codes, regulations and ordinances.
- Correct punctuation, spelling, grammar and word usage.
- Operation of a variety of office machines such as a personal computer and associated software, copier, scanner, fax, virtual meeting hardware component hookups.
- Basic bookkeeping, recordkeeping, archiving, scheduling and time management principles.
- Proper methods of handling, receipting and maintaining records of money received and disbursed. Modern office practices, procedures and equipment including personal computers and related software such as word processing and spreadsheet programs.
- Efficient meeting space set-up and coordinating of events.

Skilled in:

- Effective use of interpersonal skills using tact, patience and courtesy.
- Excellent oral, and written and presentation communication skills.

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- Correct usage of English grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- research and analysis techniques.
- Effective use of modern office practices, procedures, and equipment including personal computers and related software.
- Written report preparation, presentation preparation and effective oral communication.
- Various computer software applications, such as Microsoft Office Suite, Adobe Pro, SignNow, Zoom, Microsoft Teams Asana, CrewSense, DropBox, Lexipol, and Word Press.
- Effectively work with the management team, labor representative and employees as well as vendors, government agencies and the general public.
- Maintaining confidentiality and discretion when handling sensitive, personal and personnel information.
- Interacting effectively with individuals and groups to achieve cooperation and support of departmental services, goals and objectives.
- Applying common sense and understanding to carry out instructions furnished in written or oral form and deal with problems involving several variables in standardized situations.
- Effectively using modern office practices, procedures and equipment including personal computers and related software.
- High attention to detail.

Ability to:

- Perform difficult and complex administrative duties with speed and accuracy.
- Work confidentially with discretion.
- Learn the organization, functions and policies of the District and work within the scope of authority outlined.
- Compose, proofread and edit, routine and special, general correspondence and reports.
- Establish and maintain cooperative and effective working relationships with co-workers, managers, supervisors, employees and the public.
- Read, interpret, apply and explain documents such as District policy and procedures manual, or applicable rules, codes, laws or regulations.
- Orally communicate with, present information to, and respond to questions from managers, co-workers, volunteers, employees and departments, and the general public.

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- Apply common sense understanding to carry out instructions furnished orally, in writing and in schedule form; solve practical problems; and deal with problems involving several variables in situations where only limited standardization exist.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direct supervision.
- Plan and organize work to meet schedules and time lines.
- Maintain flexibility in work hours as well as work assignments to support the team as a whole.
- Demonstrate skill in the application of right to privacy and public disclosure laws, policies and procedures and to maintain confidentiality.
- Operate word processing equipment with accurate keyboarding in preparing spreadsheets, letters, memos and other documents, and database management programs.
- Operate standard office equipment such as calculators, personal computer, copiers, etc.
- Initiate, devise and adapt improved work methods and procedures to accomplish work assignments in a timely manner.
- Provide office procedures training to inexperienced personnel.

Education and/or Experience:

- High School diploma (or equivalent) supplemented by two (2) years college level course work or training in public or business administration, office management, administrative assistance/secretarial training, or a related field; and
- Four (4) years of increasingly responsible executive support experience including at least two (2) years of experience performing executive support for an administrator/director.

OR

- An equivalent combination of education and experience that would likely provide the required knowledge, skills and abilities.

Certificates, Licenses and Registrations Required

- Valid Washington State driver's license and driving record in good standing and insurable to the District's insurance carrier standard.

Tools & Equipment Used:

- Phone system with multi-lines
- Personal computer and printer(s)
- Calculator
- Copier/Fax Machine

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- Postage Machine

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately noisy at times.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.