

SEDONA FIRE DISTRICT

JOB DESCRIPTION: EXECUTIVE ASSISTANT TO LEADERSHIP



JOB SUMMARY

The Executive Assistant to the Leadership Team performs an array of duties that encompasses managing all District records, coordinating the activities and special projects of the Fire Chief, Assistant Chief of Operations, and Division Chief, and consulting with the Director of Administration on processes improvement and program effectiveness. Manages all aspects of Fire Board operations including official communications and meeting minutes. Provides coordination for Administrative and Operational programs in areas such as finance, fleet, grants, and contracts. Strong organization and evaluation skills required.

SUPERVISION RECEIVED

The Executive Assistant works under the supervision of the Director of Administrative Services and receives direction from all members of the Executive Leadership Team.

SUPERVISION EXERCISED

May supervise volunteers or clerical staff on projects.

FLSA: Non-EXEMPT

ESSENTIAL FUNCTIONS

- Serves as direct administrative support to the Executive Leadership team, performing duties such as scheduling management, project research, and data analysis.
- Assists in project planning and organizing including assisting in defining goals and objectives and developing procedures and processes.
- Researches, analyzes, compiles, and presents information and reports. Disseminates information to appropriate parties.
- Serves as liaison to the elected five-member Fire Board, managing all official communication including, but not limited to, meeting agendas and notices, meeting materials and minutes, public records, and all election related activity.
- Upon appointment, serves as Secretary to the PSPRS Local Board and manages all official activities and communications as above.
- Maintains compliance with Arizona Revised Statutes (A.R.S.) as pertains to Fire Board and PSPRS Local Board Open Meeting Law, record retention, and other relevant regulations.
- Participates in or oversees the work of projects; identifies and resolves problems; monitors work flow; reviews and evaluates work products, methods, and procedures.
- Assists with program activities such as budgeting, seeking or administering grant funds, and associated fiscal tracking and reporting.
- Coordinates with internal resources, support services, and external agencies.
- Coordinates and interacts with project contributors and program coordinators.
- Prepares documentation for contracts, transactions, or regulatory compliance.

- Assists in coordination with partner agencies and organizations at the federal, state, and local level, including those with a regulatory authority. Assists in preparing official reports and correspondence.
- Creates or maintains District records and files, including electronic and paper records, and provides administrative support to project leads regarding retention and destruction.

PERRIPHERAL DUTIES

- May attend meetings and serve as group or committee member associated with programs
- May serve as back up to reception or other administrative positions involving cross training
- May perform all or some of the responsibilities above and other related duties as assigned.

MINIMUM QUALIFICATIONS

- Associates degree and two years related experience, or
- Some post-secondary or vocational training and three years related experience, or
- High school diploma or equivalent and five years of progressively more responsible experience

SFD CORE COMPETENCIES

- Approachability - Is easy to approach and talk to; spends the extra effort to put others at ease; can be warm, pleasant, and gracious; is sensitive to and patient with the interpersonal anxieties of others; builds rapport well; is a good listener; is an early knower, getting informal and incomplete information in time to do something about it.
- Integrity & Trust - Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
- Ethics & Values - Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.
- Interpersonal Savvy - Relates well to all kinds of people, up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.
- Self-Knowledge - Knows personal strengths, weaknesses, opportunities, and limits; seeks feedback; gains insights from mistakes; is open to criticism; isn't defensive; is receptive to talking about shortcomings; looks forward to balanced (+s and -s) performance reviews and career decisions.

EXECUTIVE ASSISTANT COMPETENCIES

- Creativity – Comes up with a lot of new and unique ideas; easily makes connections among previously unrelated notions; tends to be seen as original and value-added in brainstorming settings.
- Organizing – Can marshal resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently arranges information and files in a useful manner.
- Perseverance – Pursues everything with energy, drive, and a need to finish; seldom gives up before finishing, especially in the face of resistance or setbacks.

- Priority Setting – Spends their time and the time of others on what’s important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus.
- Time Management – Uses their time effectively and efficiently; values time; concentrates their efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.

Necessary Knowledge, Skills, and Abilities:

Thorough knowledge of:

- Microsoft Office Suite or similar and other enterprise software.
- Regulatory requirements and organizational resources applicable to public service
- Fiscal and governmental record keeping practices
- Principles of internal and external customer service

Skill in operation of listed tools and equipment.

- Standard computer hardware and software programs and basic office equipment
- Video and audio recording devices, including transcription equipment
- Typing 50 words per minute

Ability to:

- Communicate effectively orally and in writing
- Evaluate information to determine compliance with current standards, laws, and regulations
- Take initiative and coordinate efforts with multiple entities
- Maintain confidentiality of information according to A.R.S., HIPAA, EEOC, DOL and other regulations

SPECIAL REQUIREMENTS

- Must be 18 years or older at time of employment.
- Must be able to read, write, and speak the English language.
- Must meet insurability requirements of District insurance carrier.

PHYSICAL REQUIREMENTS

The physical requirements 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 often required to have easy mobility from one office to another; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms; climb or balance; and stoop, crouch, and kneel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, color, and peripheral, and the ability to adjust focus.

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 usually moderate, as found in a normal business office with computers but may

occasionally be high due to projects involving Fleet services and other support divisions. The individual will be working with and around electronic equipment.

TOOLS AND EQUIPMENT USED

Personal computer, laptop computer, all types of tablets, cell phones, mobile devices, copiers; Common software such as QuickBooks, Firehouse, Microsoft Office Software, RTA fleet software, Lexipol, and Adobe Suite.

SELECTION GUIDELINES

May include any or all of the following: Formal application; rating of education and experience; written/practical testing; oral board(s); background/driver's license verification and check; hiring list; offer of employment; post-offer physical examination, including drug screen.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

SFD maintains a drug, alcohol, and tobacco-free environment.

<p>FIRE CHIEF:  <small>DocuSigned by: 78D2641A83194C8...</small></p>	<p>REPLACES: <u>2/3/2020</u> EFFECTIVE: <u>10/5/2021</u></p>
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