

**VILLAGE OF KEY BISCAIYNE**  
**Job Description**

<b>JOB TITLE:</b>	<b>Administrative Assistant</b>
<b>DEPARTMENT:</b>	Fire Rescue
<b>PAY GRADE:</b>	7
<b>FLSA STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Fire Rescue Director
<b>DEPT MGR APPROVAL/DATE:</b>	
<b>VILLAGE MGR APPROVAL/DATE:</b>	

**MISSION STATEMENT:** To provide a safe, quality community environment for all islanders through responsible government.

**DEPARTMENT MISSION STATEMENT:** To contribute to a safe, quality community environment for all Islanders through responsible Fire Rescue Services.

**SUMMARY:** To provide administrative support to the Fire Rescue Director and Deputy Fire Chief, support fire fighters and residents with non-emergency activities and serve as the public contact for the Department.

**CUSTOMER SERVICE:** To serve the residents, visitors, vendors and employees of the Village with respect, helpfulness, friendliness, efficiency, cost effectiveness, and patience that reflects the mission, values and operating principles of the Village of Key Biscayne.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Processes and maintains budget information including line item reconciliation and review, creation of weekly budget reports for Director and yearly budget preparation for Village Manager.
2. Processes Accounts Receivable and Payable.
3. Creates check requests and pays vendors.
4. Logs building plans ensuring proper documentation and accurate information, coordinates inspections with contractors via Assistant Fire Marshall, processes paperwork and collects fees for Fire Watch permits.
5. Ensures EMS Coordinator has updates for license renewals (Department vehicle, ALS, BLS, paramedic/EMT) and assists Coordinator as necessary.
6. Prepares and processes EMS Quality Assurance questionnaires that are sent to residents.
7. Assists Fire Training Officer in coordination and scheduling training for department, maintains training-related employee files, provides documents and assists as necessary.
8. Maintains inventory of equipment issued to Department and personnel.
9. Orders all station supplies, daily uniform wear, and miscellaneous equipment.
10. Schedules deliveries, service, repairs and maintenance checkups.
11. Negotiates maintenance contracts and maintains agreements for generators, fire sprinkler system fire alarms, fire extinguishers, propane tanks, water, elevators and garage doors.
12. Initiates paperwork for Fire & Police Pension program.
13. Administers Worker's Compensation program for Fire Department: reports incidents; coordinates doctor appointments; prepares monthly SAF reports and monitors billing.
14. Administers Firefighter Supplemental Program; processes employee paperwork from entry through retirement/resignation and maintains quarterly reports.
15. Administers CPR Program; schedules classes, coordinates with instructors, issues cards, checks roster paperwork and reports to the CPR Coordinator and outside agencies.
16. Assists Director in review, update and records maintenance of relevant modules required for department accreditation.

17. Maintains employee personnel files.
18. Schedules maintenance and updates licenses for department vehicles.
19. Corresponds with and provides support to neighboring city/county Fire Departments when directed by Deputy or Director.
20. Handles phone inquiries and complaints from residents, vendors and contractors.
21. Prepares reports and correspondence as directed by Deputy Chief and Director.
22. Greets and assists walk-in residents, vendors and contractors with both non-emergency and emergency situations.

**NON-ESSENTIAL DUTIES/RESPONSIBILITIES** include the following. Other duties may be assigned.

23. Fields phone calls for Deputy and Director and coordinators.
24. Makes copies for residents and Council members.

**SUPERVISORY RESPONSIBILITIES:** None.

**QUALIFICATIONS:** 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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED) and two to three years experience in office management; knowledge of fire fighting field desirable.

**COMMUNICATION/LANGUAGE SKILLS:** Ability to read, speak and write in English; other languages helpful. Ability to read and interpret documents such as operating and maintenance instructions and safety rules. Ability to read financial reports (budget). Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions one-on-one and in small group situations.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Notary Public Certification.

**OTHER SKILLS AND ABILITIES:** Basic computer skills including word processing, spreadsheet applications, presentation software, and other department-relevant software. Skilled in time management and problem solving. Ability to establish and maintain effective working relationships with other employees, the public and representatives of other agencies. Ability to work with the public and other employees in a courteous and tactful manner, and in a timely basis. Ability to remain confident and calm when handling citizen complaints.

**EQUIPMENT/TOOLS:** None.

**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 regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit.

The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and color vision.

**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 quiet.

**SAFETY:** Follows Village, OSHA, and public safety guidelines and protocols. Uses common sense to perform job functions in a safe manner. Reports all safety hazards to supervisors to ensure safety of work environment.

I have received a copy of my job description and agree to follow its guidelines and speak with my supervisor if questions arise. I understand that this job description is dynamic and that additional tasks may be added/subtracted from time to time, with notice, as situations arise.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date