



# Buxton Fire-Rescue Buxton Public Works

## Administrative Policy

Subject: Personnel Regulations (3)

Section/Number: Administrative Assistant (8)

Date Approved: May 22, 2015



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### **Purpose:**

This is highly responsible and confidential administrative work with support duties assisting management in the Fire-Rescue and Public Works Departments.

Work involves responsibility for performing diverse administrative, secretarial, and support activities. Work requires extensive public contact, independent decision making, and effective coordination with other Town departments and outside organizations. Work requires the exercise of judgment, initiative, and discretion based on wide ranging knowledge of departmental operations, administrative or operating policies and procedures. Specific direction for performance is required only for special assignments.

**Location:** the position is located in an office environment in the Chief's Office of the Fire-Rescue Department located at 180 Portland Road Buxton Maine.

### **Qualifications (required prior to hire):**

Minimum Associate's Degree required, supplemental training and education in typing, accounting, business, and secretarial sciences preferable. Prior work experience of at least four years in increasingly responsible administrative or secretarial work is preferred. Advanced courses in secretarial science, management, human relations or a related field is desirable.

In lieu of the above, any equivalent combination of training and experience which provides the following knowledge, abilities and skills may be considered at the discretion of the Town

### **Time Requirements:**

This is a 32 hour per week position, with a flexible schedule as agreed upon by the Department Heads and the employee.

### **Reports To:**

Public Works Director and Fire-Rescue Chief.

### **Supervisory Responsibility:**

None

### **Illustrative Examples of Work**

The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

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Responds to inquiries and complaints; handles routine matters and directs unusual matters to superior or appropriate authority. Provides assistance to all department personnel by screening calls and mail, receiving visitors, scheduling appointments, and coordinating work activities and projects.

Acts as a liaison between employees and the Administrative Assistant to the Selectmen of the Town of Buxton in all personnel matters; also assists with hiring personnel.

Relieves a superior of routine administrative and office management details, checks operating reports and files for accuracy and conformance to policies and procedures and provides information on policies, programs, and procedures.

Prepares agendas, special reports, correspondence, and other materials. Drafts policies and procedures for submission to the Department Head, or his/her appointee.

Develops office procedures, systems, and forms, plans and lays out work for other clerical workers, and may supervise or direct the work of other office support personnel.

Maintains and monitors detailed accounting transactions for the proper execution of the approved budget and to ensure compliance with Town and Departmental policies, procedures, and budget goals and objectives.

Collects, monitors, processes and maintains detailed accounting transactions for all receipts, fees, and other charges collected by the Department. Controls, maintains, and/or monitors petty cash and postage accounts for the Department.

Types correspondence, purchase orders, work orders, reports, minutes, agendas, and other documentation. Composes and types letters, memos, and notices for signature of superior.

Prepares formal legal notices and correspondence, records legal documents, as may be appropriate, and gathers official signatures necessary for certifications or other official records.

Maintains confidential files including personnel records and maintains various employee records pertaining to leaves and other employee benefit information. Maintains and coordinates employee vacation schedule.

Prepares payroll for processing including data entry into the payroll system, including preparation of weekly spreadsheets, overtime justification reports and sick leave reports for superior officers. Prepares call company payroll for processing.

Schedules appointments meetings, and travel arrangements, resolving conflicts when they arise, and acts as coordinator in the gathering of information and reports, correlating them into a format suitable for further review by the Department Head.

Process invoices for payment, and maintains financial records and prepares financial reports for Department Head reference and/or approval.

Operates a variety of office equipment, and may train other office support personnel in their proper use and care.

Promotes and maintains responsive community relations.

Completes and submits federal grant applications, at the direction of the department head.

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### **Physical Demands**

The position requires the physical ability to sit, stand, walk, bend, talk, hear, and requires the use of hands and fingers for the repetitive movements of typing and keyboarding.

### **Qualifications (Knowledge, Skills, and Abilities)**

Considerable knowledge of business English, spelling, and financial record keeping practices.

Considerable knowledge of modern office equipment, practices, and procedures including computer software for word processing, spreadsheets, and data base management.

Considerable knowledge of the functions and departments of governmental jurisdictions in general, and, in particular, the operations of municipal fire-rescue and public works departments.

Considerable knowledge in financial management, payroll processing, and purchasing.

Ability to maintain complex computer records and to assemble and organize data from such records.

Ability to type accurately at a high rate of speed, and to type correspondence from transcribed dictation or notes and ability to compose effective correspondence.

Ability to maintain complex office records and to prepare accurate reports.

Ability to communicate effectively, both orally and in writing, and to deal with the public tactfully and courteously.

Ability to establish and maintain effective working relationships with other employees, public officials, and the general public, and to effectively and discreetly convey information.

### **Benefits/Retirement**

The Towns Personnel Policy defines all fringe benefits available to employees.

### **Salary**

FLSA Status: Non-Exempt

The salary for this position is set based upon the employee's qualifications, certifications, and years of service. Each employee will be evaluated upon hire, and annual adjustments will be made during the budget process.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**