CITY OF LA PORTE
ADMINISTRATIVE ASSISTANT
JOB DESCRIPTION

FLSA CLASSIFICATION: Non-Exempt	**PAY GRADE: 018**

DEFINITION

To perform a variety of confidential and complex secretarial and administrative duties for the Fire Department.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Secretary I class by the more complex, responsible and sensitive duties related to its functioning as the personal secretary to the Department Director and by the responsibility for coordination of departmental secretarial duties.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Department Director. May receive functional supervision from other department management staff.
Exercises direct supervision over subordinate clerical staff.

ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

Compose routine correspondence not requiring the Department Director's personal attention.

Act as a receptionist, screen calls and visitors, and refer inquiries as appropriate; respond to complaints and requests for information regarding the intent of instructions, precedents and regulations.

Participate and assist in the administration of the Fire Department; prepare comprehensive reports, compile annual budget requests, and recommend expenditure requests for designated accounts.

Recommend organizational or procedural changes affecting clerical activities. Research, compile, and analyze data for special projects and various reports.

Relieve the Department Director or other department management staff of routine personnel, budget, payroll and purchasing duties.

Initiate and maintain a variety of files and records for information such as payroll, attendance, budget, production and cost records; maintain manuals and update resource materials.

Secretary for the Pension Board and Fire Control

Make appointments and arrange travel, conferences and meetings.

May supervise, train, and evaluate subordinate clerical staff.

Perform related duties as assigned.

PHYSICAL REQUIREMENTS

For indefinite periods of time - mobility within an office environment; exposure to dust/mites; sorting; sitting; seeing; grasping; filing; data entry; cleaning; reading; decision making; reaching above shoulder level; using both hands for simple and firm grasping; clarity of hearing; communicating clearly and effectively, in person and by telephone; fine finger manipulation; operation of calculator, personal computer; operation of a variety of office tools and equipment.

QUALIFICATIONS

Knowledge of:

English usage, grammar, spelling, and punctuation.
Modern office methods, procedures, and equipment and business letter writing.
Organization, procedures, and operating details of the City department to which assigned.
Principles of supervision, training, and performance evaluation
SunGard NaviLine software

Ability to:

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
Communicate clearly and concisely, both orally and in writing.
Work cooperatively with other departments, City officials, and outside agencies.
Interpret and apply administrative and departmental policies, and rules.
Type at a speed necessary for adequate job performance
Operate a personal computer.
Work independently in the absence of supervision.
Compile and maintain complex and extensive records and prepare reports.
Analyze situations carefully and adopt effective courses of action.
Work Operations Control for Emergency Operation Center
Learn Firehouse Operations

TRAINING AND EXPERIENCE

Four years of increasingly responsible clerical experience including one year of experience comparable to that of a Secretary I in the City of La Porte and a High School Diploma or GED, supplemented by specialized clerical college level courses .

The City of La Porte is an Equal Opportunity Employer
of Qualified Individuals.

(Circle One)

I have read the job description above and can perform the job duties **with** **without** any reasonable accommodation.

Witness: Supervisor's Signature	Date	Employee's Signature	Date