

CITY OF BLACK HAWK
2024 Job Description

JOB TITLE:	Executive Administrative Assistant	DEPARTMENT: Fire
REPORTS TO:	Fire Chief	EXEMPT: No
SALARY RANGE:	\$33.2640 - \$46.5695 / HR	

SUMMARY

Under limited supervision, works with the Fire Chief and other key staff in a team environment in order to provide fiscal, technical, and administrative support with reference to the procurement, editorial, clerical, and procedural function of the Fire Department, to include Emergency Management. Work involves independently preparing routine and non-routine correspondence, compiling information for reports, maintaining files of a variety of records, reports, documents, and correspondence, and assisting in various other fiscal functions. Provides general administrative support functions to the Fire Chief and assists in the budget development and submittal process. May be called upon to provide administrative support during declared and non-declared local, state, or national emergencies through day-to-day emergency preparedness, as well as provide administrative support to the EOC manager in the Emergency Operations Center. Employee must exercise initiative and independent judgement in completing assignments. Employee must also exercise courtesy and tact in contact with the general public. The individual in this position will encounter sensitive information in the performance of their duties and is expected to maintain that information confidentially.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs a wide variety of complex, responsible, and confidential duties for the Fire Chief and Department.
- Responds to inquiries for information on City and Department policies and regulations.
- Assists with Fire Chief's business schedule; sets up meetings and conferences.
- Answers telephone, takes messages, greets visitors ascertains nature of visitor business, gives information, and/or routes call or visitor to appropriate department personnel.
- Formulates procedures for systematic retention, protection, retrieval, transfer, and disposal of Department records.
- Proficient use of spreadsheet, word processing, and database computer programs for efficient processing of department information.
- Organizes and indexes file system.
- Files and retrieves correspondence and other records.
- Processes and prioritizes incoming mail, faxes, and memos; prepares outgoing mail.
- Creates, revises, and combines material such as correspondence, reports, records, forms minutes of meetings, technical data, and numerical data from rough draft, corrected copy, or voice recorded dictation.
- Receives purchase orders, receipts, and invoices for Department purchases and billings and prepares weekly payables.
- Assists with budget development and tracking.

- Provide administrative support for the emergency management program both in plan development and implementation.
- Provide administrative support to the Emergency Operations Center.

SUPERVISORY RESPONSIBILITIES

- None

MINIMUM QUALIFICATIONS

To perform this job successfully, the Executive Administrative Assistant 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 job functions.

- Ability to present a professional, courteous, and competent image that will reflect well on the Department and the City.
- Ability to communicate effectively, both orally and written.
- Ability to understand and carry out oral and written instructions.
- Ability to work as part of a team and establish and maintain an effective and responsive working relationship with peers and the community in general.
- Ability to work independently in the absence of supervision.
- Ability to learn purchasing procedures.
- Ability to learn staff timekeeping procedures.
- Ability to become familiar with City and Department forms and applications for distribution to citizens and contractors.
- Ability to keep meeting minutes.
- Ability to locate, organize, and retrieve department records and files.
- Knowledge of the principles and practices of the organization and administration.
- Knowledge of correct use of English language including spelling, grammar, punctuation, and able to use it in preparation of written correspondence and basic reports.
- Knowledge of modern office procedures, including use of computer equipment, print, and electronic media, calculators, telephones, fax, and copy machines.
- Knowledge of policies and procedures of record keeping and basic financial and accounting functions.

EQUIPMENT USED

Constant Daily Use: telephones, cell phones, computers, calculators, copy machines, and fax machines.

EDUCATION AND EXPERIENCE

- High School Diploma or GED.
- Two years' experience in clerical, administrative, and/or secretarial work.
- Must have a working knowledge of the network computer systems and proficiency with word processing and spreadsheet applications.

LICENSE OR CERTIFICATE

- Must have and maintain a valid Colorado Driver's License with a good driving record.
- Completion of IS-100 and IS-800 certifications within 30 days of employment.

WORKING RELATIONSHIPS

Maintain effective and friendly working relationships with all City employees, vendors, and others.

COMMUNICATION SKILLS

Ability to respond to common inquiries and/or complaints from City employees, officials, general public, or outside agencies. Ability to effectively present, both in verbal and written form, information to the Fire Chief, City employees, the public, and outside agencies.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS

The Executive Administrative Assistant is regularly required to sit, stand, and walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. The employee is also regularly required to talk, hear, and use hands and fingers. Specific vision abilities required by this position include close, distance, color, and peripheral vision, as well as depth perception and the ability to adjust focus.

COMMENTS

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or those authorized to work and live in the United States.

I have read and fully understand the duties of the job description.

Sign: _____ **Date:** _____