



ESTES VALLEY FIRE PROTECTION DISTRICT

PREVENT PREPARE PERFORM

ADMINISTRATIVE SPECIALIST

GENERAL STATEMENT OF DUTIES:

Performs a wide variety of routine and specialized administrative support duties primarily in support of the Operations and Training Division. Handles limited confidential information related to assigned duties and performs work in accordance with established procedures, policies, and direction. Works independently with minimum of direction. Interacts frequently with volunteers, staff, vendors and the public. Requires broad knowledge of District operations, goals, programs, and policies as well as demonstrating a high level of experience, competence, discretion, and technical skill. Coordinates with and assists as necessary with the administrative tasks of the Executive Assistant to the Fire Chief. Works under the general direction of the Fire Chief and functional oversight of the Executive Assistant to the Fire Chief. Provides administrative support as assigned in coordination with the Executive Assistant to the Fire Chief.

SUPERVISION RECEIVED:

- This position works under the general direction of the Fire Chief and the functional guidance of the Executive Assistant to the Fire Chief.

SUPERVISION EXERCISED:

- None

FLSA:

- This is a non-exempt employee position

WORK SCHEDULE:

- Regular work week is 08:00 to 17:00, Monday to Friday.
- After-hours attendance to support Board and related meetings may be required.

RESIDENCY:

- Not Required

COMPENSATION:

- The salary range for this position is \$71,052 to \$83,120 in accordance with Policy 180.

BENEFITS:

- Medical, dental, and vision insurance, group life insurance, PERA retirement, and FPPA 457 plan in accordance with Policy 288 and Policy 180

SPECIAL REQUIREMENTS NECESSARY:

- Valid Colorado Driver's license
- Must be at least 18 years of age

EDUCATION:

- High School diploma or equivalent is required.
- Associate's degree in office administration or a related field preferred

Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services

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MINIMUM REQUIRED JOB SKILLS AND CERTIFICATIONS:

- Proficient in Microsoft Office Suite
- Ability to type at least 65 words a minute
- Must be detail-oriented and possess superior organizational skills
- Willingness and ability to serve the public, staff, and volunteers
- Must possess the skills and capability to receive instruction
- Ability to demonstrate dependability and flexibility in performing job duties
- CPR/AED within 12 months of hire.

ADDITIONAL DESIRED JOB SKILLS AND CERTIFICATIONS:

- Experience with Bill.com
- Minimum of 2 years of office management or secretarial experience with public contact

ESSENTIAL FUNCTIONS OF THE JOB:

The following are essential functions for the job. Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Clerical

- Uses multi-line telephone, email, computers, and software.
- Provides information to the public
- Maintenance of files, records, policies, procedures, and other reference material of the Operations and Training Division.
- Maintains the work unit calendar of events, schedules meeting rooms, trainings, conferences, makes travel arrangements, and other events as requested.
- Assist with the development and implementation of the training calendar and events.
- Processes incoming and outgoing mail and deliveries.
- Purchase office and administrative supplies.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, and participating in professional societies

Financial

- Prepares and processes purchase orders for operations, training equipment and supplies.
- Cooperates with the Executive Assistant to the Fire Chief in processing purchases for the Operations and Training Division.
- Cooperates with Executive Assistant to the Fire Chief in managing operations and training contracts.
- Prepares documentation and tracking information related to purchases and expenditures for review and processing by the Executive Assistant to the Fire Chief.

Operations and Training Support

- Plans and coordinates special events/functions
- Assist officers in entering and managing incident reports.
- Performs data entry, compilation, and preliminary report preparation related to incident information for review and submission by authorized staff.

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- Provides clerical and logistical support for volunteer onboarding and off-boarding processes as directed by the Executive Assistant to the Fire Chief.
- Assists the Operations and Training staff in the preparation of reports, and other correspondence
- Manages the uniform and personal equipment purchase system for volunteers.
- Prepares LOSAP and call reimbursement calculations for volunteers for review, approval, and processing by the Executive Assistant to the Fire Chief
- Process mail and deliveries.
- Maintenance of operations, training files, and records.
- Other duties as assigned.

COMPETENCIES

1. Ethical Conduct.
2. Stress Management/Composure.
3. Problem Solving/Analysis.
4. Communication Proficiency.
5. Strategic Thinking.
6. Teamwork Orientation.
7. Diversity and Inclusion.
8. Technical Capacity.

WORK ENVIRONMENT

While performing the duties of this job, this employee regularly works within an office environment whose duties are primarily performed behind a desk. This position frequently operates a computer, reads and writes, and interacts with others in person, over the phone, and via other devices. They move about within the facility in which their office is located to access file cabinets, documents, office machinery, and other equipment. They also travel within the facility in which their office is located and to locations outside of the facility, to attend meetings, training, events, and other business activities.

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.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, walk, climb, balance, stoop, kneel, crouch, crawl, push, and pull, use hands and fingers to feel, handle, or operate objects, and reach with hands and arms. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 45 pounds.

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