



# DURANGO FIRE PROTECTION DISTRICT

## JOB DESCRIPTION

### **Administrative Assistant**

**Pay Grade:** 21

**Pay Range:** \$39,520 - \$49,400

**Division/Bureau:** Operations

**Supervisor:** Deputy Chief of Operations

#### **JOB SUMMARY**

Performs basic administrative functions supporting the department. Performs reception/phone answering functions, with prompt and accurate responses.

#### **ESSENTIAL FUNCTIONS**

1. Follows the Mission, Values and Department expectations.
2. Answers phones regularly to provide prompt service to our customers. Greets the public including directing inquiries and visitors to the appropriate personnel.
3. Provides administrative support to the department.
4. Maintain certification database in the RMS. Monitor and maintain accurate personnel training files, notifying appropriate personnel of expiration dates and sending reminder notices when necessary. Determine eligibility for re-certification. Coordinate with Human Resources and Training Division on member credentialing and qualifications.
5. Coordinates the logistics of all outside training activities for DFPD personnel including transportation, reservations and calculation of per diem; maintaining fiscal responsibility.
6. Maintains the schedule of meetings and classes in the training and board rooms. Resolves any scheduling conflicts.
7. Administrative support to the Board of Directors and serves as the designated election official.

#### **OTHER DUTIES**

- Assists with coordinating department special events and functions.
- Assist with administrative support to the Firefighter's Fund.
- Generate quarterly reports for the Reserve and Volunteer Program.
- Print and maintain ID and accountability tags following approved processes.
- State of Colorado Notary Public.

## **KNOWLEDGE AND SKILL REQUIREMENTS**

- Maintain confidentiality.
- Knowledge of computer software applications that DFPD utilizes.
- Knowledge of general office equipment.
- Knowledge of district geography and boundaries.
- Ability to maintain records and reports.
- Ability to effectively manage multiple projects and responsibilities simultaneously and in an organized manner.
- Ability to maintain tact and courtesy in high stress environments.
- Ability to communicate clearly and concisely, both orally and in writing.
- Develop and maintain working relationships with all department members.
- Ability to work with outside professionals and create working relationships that are mutually beneficial.

## **QUALIFICATIONS**

High School Diploma or General Equivalency Diploma (GED), two years computer experience, two years clerical or receptionist experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job listed above.

## **PHYSICAL REQUIREMENTS**

Typing/data entry, communicating, hearing, seeing, reaching, standing, walking, and repetitive motions.

Sedentary Work: Exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time.

This position is an hourly non-exempt position working a 40 hour, Monday-Friday schedule, 8am-5pm.

Revised: 2/19/2021