



EXECUTIVE ASSISTANT Job Specifications

DIVISION:	Administration
FLSA STATUS:	Exempt (Non-Safety)
REPORTS TO:	Fire Chief
SUPERVISION:	The Executive Assistant will be under the general supervision of the Fire Chief. May make assignments and delegate work to support staff.
LOCATION:	Station 55 (Headquarters)
HOURS:	40-hour work week Monday through Friday. May be required to work additional hours as the need arises.

GENERAL SUMMARY

Under direction, performs a wide variety of complex and confidential administrative and secretarial duties in providing executive assistance to the Fire Chief.

DISTINGUISHING CHARACTERISTICS

The Executive Assistant provides high level support to the Fire Chief, which may include some secretarial support duties. An incumbent exercises considerable discretion and independent judgment while performing administrative/secretarial tasks of a confidential or sensitive nature. The Executive Assistant receives assignments in terms of broad objectives and maintains full responsibility for completion of assignments with minimal supervision. Performing the most critical and/or sensitive of administrative assignments, the Executive Assistant is expected to act as a liaison between the Fire Chief and District members, cities and civic officials, employees and the public. Responsibilities may include interpretation of District policies, rules and procedures. Executive Assistant to the Fire Chief differs from other support staff positions in that the former is unclassified, serves at the will of the Fire Chief.

ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Provides executive assistance to the Fire Chief and Deputy Fire Chief including handling confidential and sensitive matters of an administrative nature, which may include related secretarial functions.

Maintains personnel files, coordinates entry level and promotional exam processes, acts as the District's Personnel Officer.

Initiates, organizes and reviews a variety of administrative assignments.

Coordinates office support functions and activities of the Fire Chief; supervises paraprofessional, technical or clerical employees.

Develops and implements organizational or procedural improvements affecting clerical activities particularly in areas of record keeping systems, forms control, office layout and procedures.

Conducts regular staff meetings with subordinate staff.

Maintains responsibility for critical and sensitive of administrative assignments.

Maximizes productivity through effective communication with and motivation of subordinate employees.

May serve as secretary to Fire District Board or sub-committees; schedules, takes minutes of and prepares appropriate background materials and files for the proceedings; follows through on actions taken by formally notifying parties involved and documenting remaining procedures or alternatives available to those involved.

Types and organizes a variety of materials including general and detailed correspondence, memoranda, and sensitive personnel actions utilizing word processing and/or computer equipment; initiates and maintains a variety of files and records.

Researches, compiles and analyzes data for special projects and various reports; coordinates special projects and activities as assigned.

May make travel arrangements; maintains appointment schedules and calendars and arranges meetings and conferences.

May act as the management representative and participate in the meet and confer process.

Performs related duties as required.

CORE VALUES

Ethics, Integrity and Trust: The employee adheres to an appropriate and effective set of core values during both good and bad times; Is trusted and widely seen as truthful; Can present the truth in an appropriate and helpful manner; Keeps confidences, admits

mistakes, and doesn't misrepresent him/herself for personal gain; Practices what he/she preaches.

Customer Focus: The employee is dedicated to meeting the needs of both internal and external customers; Acts with customers in mind; Establishes and maintains effective relationships with customers, and gains their trust and respect; Gets first-hand customer information and uses it for improvements to services and processes; Maintains compassion and empathy for the community served by NCFPD.

Shared Vision and Purpose: The employee is optimistic and shares a compelling sense of core purpose with the team; Can inspire and motivate others to rally support behind the vision of NCFPD.

Learning and Decision Making: The employee learns quickly when facing new problems and enjoys the challenge of unfamiliar tasks; Analyzes both successes and failures for clues to improvement; Is open to change; Is able to make effective decisions under tight deadlines and pressure.

Informing Others: The employee provides the information people need to know to do their jobs and to feel good about being a member of the team; Provides timely information that allows others to make accurate decisions.

Work/Life Balance: The employee maintains a conscious balance between work and personal life so that one doesn't dominate the other; Has a positive attitude and constructive sense of humor to appropriately ease tension; Encourages others to maintain healthy personal and professional relationships.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	0 – 24%	25 – 49%	50 – 74%	75 – 100%
Seeing: must be able to read a computer screen and paper documents.				X
Hearing: must be able to hear well enough to communicate in person and over the telephone with customers, coworkers, and industry contacts.				X
Talking: must be able to convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.				X
Sitting:				X
Repetitive Motions: must have substantial movements (motions) of the wrists, hands, and/or fingers.				X

Fingering/Grasping/Feeling: must be able to write, type, and use phone system.				X
Standing/Walking			X	
Climbing/Stooping/Kneeling		X		
Lifting/Pulling/Pushing	X			

- Walking and/or hiking extended distances through uneven terrain including thick brush will be required occasionally.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 51 pounds.

SAFETY COMPLIANCE

Safety is an integral part of our business and the responsibility for safety extends to every employee. Your responsibility toward safety at the workplace includes, but is not limited to:

Proactive involvement in the District’s Safety Program, including compliance with all rules and regulations.

Use safe work practices while performing all duties.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position functions both indoors in a controlled office environment and outdoors with exposure to inclement weather.

The noise level in the work environment is usually moderate.

Local travel is required.

MINIMUM QUALIFICATIONS

Education and/or Experience:

Twelve units of business or academic college course work relating to office management.

AND

Seven years of increasingly responsible secretarial experience to a manager or administrator.

Knowledge of:

English usage, spelling, grammar, punctuation modern office methods, procedures, equipment and of District computer-based systems and their capabilities.

Organization, procedures, and operating details of the District.

Techniques available to maximize the utilization of human resources to benefit both the District and the employees.

Basic principles of research and report preparation.

Ability to:

Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.

Prepare and present oral and written reports and recommendations concisely, logically, clearly and convincingly.

Represent the District at various meetings and engagements.

Interpret and apply administrative and District policies, laws and rules.

Analyze situations carefully and recommend and/or adopt effective courses of action.

Develop subordinates through training and performance feedback and to motivate subordinates to maximize productivity.

Plan, organize and schedule priorities in the office.

Compile and maintain complex and extensive records. Ability to maintain confidential data and information.

Understand and follow oral and written directions.

Compose correspondence and letters.

Provide lead direction to others.

Establish and maintain effective work relationships with those contacted in the performance of assigned duties.

Successfully complete a probationary period as defined in the District's Administrative Manual;

Probationary Employees: All probationary employees must be evaluated by their supervisor during probation. All 40-hour employees shall complete 2,080 regular time hours of evaluation and complete a twelve-month probationary period.

Conditions of Employment:

Possession of a valid California Class "C" Driver's License may be required at time of appointment.

This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.

This position requires that the individual pass a live scan background.

This position requires the individual to successfully complete an annual job performance evaluation.

Bilingual abilities preferred to meet community needs or operational needs.

NOTE: The Fire Chief reserves the right to alter the minimum qualifications (MQs) if it becomes necessary to attain a reasonable applicant pool.

Special Requirements:

Vaccinations: If the North Central Fire Protection District declares that vaccination(s) for any declared health hazard is required for the immediate protection of the public peace, health, and safety for the following reasons: According to the Center for Disease Control, and/or the Fresno County Department of Public Health, determines existing conditions pose a significant public health risk. The District must provide a safe and healthy workplace, consistent with public health guidance and/or legal requirements, to protect its employees and the public as it continues to provide services. All Employees shall have the right to petition for a medical or religious exemption to be evaluated on a case-by-case basis, consistent with District procedures for reasonable accommodation requests. Documentation prescribed by the District shall be required.

Tobacco Product Use: Employees will not smoke, vape (electronic cigarette or similar device), or use any tobacco product while on duty or representing the District. Employees shall sign an agreement acknowledging that they have read and understood these requirements. Said understanding will be maintained in the employee's personnel file and/or the District's software database.

ACKNOWLEDGEMENT

I have read and understand and agree to the responsibilities and requirements of the job. I further understand that the duties and responsibilities herein describe the general nature of the job and are subject to change or modification with or without notice by the District as the needs of the District requirements of the job change. My supervisor may add, delete, assign, transfer or alter duties as necessary or deemed appropriate.

Employee Name: _____ Signature _____ Date _____

Supervisor Name: _____ Signature _____ Date _____

APPROVED: _____ DATE: _____

FIRE CHIEF

Original TVH:aaf 10/01/18
Revised TVH:aaf 04/09/20
Revised TVH:aaf 10/07/20
Revised TVH:aaf 09/13/22