



City of Shakopee **POSITION DESCRIPTION**

TITLE: Administrative Assistant
DEPARTMENT: Fire
AREA: Administration
CLASSIFICATION:
REPORTS TO: Deputy Chief
STATUS: Full-time, Non-exempt
PAY GRADE: 140
LAST REVIEWED: 3.13.2024

SUMMARY

Under the general supervision and direction of the Deputy Fire Chief, the primary duty of this position is to provide administrative support to the Deputy Fire Chiefs, Fire Marshal, Fire Chief, as well as others within the department as needed. Performs confidential administrative functions such as compiling, generating, storing, and distributing private personnel information. Serves as the initial contact between the public and Fire Department Administration. Serves as the main liaison between the City Human Resources and Payroll staff.

Prepares correspondence records and minutes of meetings. Maintains records for tracking personnel attendance at fire calls, meetings, and training and distributes various monthly and quarterly confidential reports. Organizes, tracks, and processes continuing education courses and certifications.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative Support:

- Provide information and administrative support to fire administration staff regarding all communications, activities, and issues which may arise on a day-to-day basis.
- Organize policies and guidelines as directed by Deputy Chiefs and the Fire Chief.
- Compile, analyze, and generate reports on firefighter activity and fire data.
- Create and maintain personnel files for all fire department staff.
- Assist with the development of the Fire Department Annual Report.
- Manage certifications (Fire, EMS, licensing) for the department.
- Other duties as assigned.

Information Management:

- Responsible for the records management systems; including ESO, scheduling software programming, training databases, etc. to include data review and reporting, generating reports for staff, and quality control of incident reports.
- Management of Information technology within the department to include GIS, website management and updates, fire department social media postings, etc.

Other Department Functions:

- Liaison to the HR department.
- Prepare and submit payroll.
- Manage conference registrations, hotels, travel arrangements, etc.
- Assists with the coordination of fire department uniforms for members.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Basic knowledge of the practices and principles of firefighting and associated record-keeping.
- Ability to deal with the public confidently and effectively in a positive manner, both in person and by telephone.
- Possesses organizational and planning skills.
- Ability to protect confidential information.
- Ability to communicate effectively in English both orally and in writing.
- Computer skills and knowledge of software applications in word processing (Word), spreadsheet (Excel), Web, Database (ESO) and presentations (PowerPoint).
- Ability to operate audio-visual equipment.

INTERNAL/EXTERNAL CONTACTS

- Daily contact with fire administrative and other fire departmental staff.
- Daily contact with the public.
- Some interaction with other City departments to provide support and assistance.
- Some interaction with other local fire departments and state agencies.

QUALIFICATIONS**Minimum Qualifications**

- High School Diploma or equivalent.
- At least two years' experience as an administrative assistant to a department head level position.
- Proficiency with Microsoft Office, Word, Excel, scheduling software.
- Proficient with taking notes/minutes at meetings, ability to transcribe into a meaningful document.

Desired Qualifications

- Associate's Degree or Certificate in a related field from an accredited college, university or technical school.
- Experience in a local government and/or human resources office.
- Fluency in a second language, in addition to English, that has a recognized presence in the community (Spanish, Russian, Hmong, etc.)
- Experience working in an administrative role for a fire department.

WORKING CONDITIONS AND PHYSICAL DEMANDS

- Extended periods of sitting, with intermittent standing and walking.
- Perform multi-concurrent tasks with frequent interruptions.
- Position requires working with a variety of computer software programs and office equipment that require fine motor skills.
- Typical hours of the position are 8:00am-4:30pm Monday through Friday with potential evening hours (scribe for meetings) as directed by the Deputy Fire Chiefs or Fire Chief.

EQUIPMENT REQUIRED TO PERFORM JOB

- Desktop Computer w/ phone
- Copy/Scanner/Fax Machine

The City of Shakopee is an Equal Opportunity Employer.