

# EXECUTIVE ASSISTANT FOR EMS

## **POSITION SUMMARY**

The Executive Assistant for EMS plays a pivotal role in ensuring the efficient operation of the department by providing high-level administrative support to executive leadership and fire department personnel. This position demands strong independent judgment and the ability to effectively plan, prioritize, and manage various tasks in a fast-paced environment. Exceptional communication skills, both oral and written, are essential for success. The role involves close coordination with various city departments, fire and EMS agencies.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Essential Duties:**

- Provide comprehensive administrative support to all fire department staff including scheduling, correspondence, and records maintenance.
- Assist in the preparation and development of presentation materials.
- Attend command staff and departmental meetings, prepare agendas, record minutes, and offer support to fire and EMS boards, committees, and city staff.
- Receive, direct, and screen public inquiries, including media communication during high-risk incidents.
- Assist department leadership in preparing the annual city budget.
- Maintain, update, and organize filing systems for department records.
- Draft and prepare various documents, such as correspondence, memos, reports, and spreadsheets.
- Track project funding, monitor expenditures, and ensure accurate financial documentation.
- Handle mail distribution, including mass mailings.
- Support the contract bidding process by preparing bid tabulation worksheets and other related documents.
- Uphold confidentiality standards and ensure compliance with HIPAA regulations.
- Manage, maintain, and safeguard official documents for committees, departments, and political agency contracts.
- Process accounting information related to accounts payable, receivable, permits, licenses, and other financial transactions.
- Handle multiple, diverse tasks with a need to coordinate processes across departments.
- Perform similar duties as assigned, demonstrating flexibility in managing related functions.

### **Knowledge, Skills, and Abilities:**

- Strong communication skills to effectively interact with employees, vendors, contractors, and the public in person, by phone, email, or letter.
- Ability to follow complex oral and written instructions with attention to detail.
- Familiarity with department-specific terminology and software applications.
- Strong organizational skills to maintain accurate records and manage files.
- Proficiency in Microsoft Office Suite, including advanced functions in Excel and Word to effectively prepare spreadsheets, reports, and track expenditures.

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- Competence in public safety software, word processing, and database/spreadsheet programs, with advanced proficiency in Microsoft Office.
- Ability to troubleshoot office equipment and resolve minor technical issues.
- Proven ability to handle confidential information with tact, discretion, and professionalism.
- Strong problem-solving skills, including defining problems, collecting data, and drawing valid conclusions.
- Ability to independently manage tasks and projects with minimal supervision.
- Capacity to analyze and interpret business publications, professional journals, technical procedures, and governmental regulations.

## **QUALIFICATIONS**

### **Education and Experience:**

- Requires High School Diploma or General Equivalency Degree (G.E.D)
- Associate's Degree or higher preferred.
- Minimum of 3 years' experience providing administrative support at a high level.
- Experience in an EMS or Fire Department setting is preferred.

### **Special Requirements** (position requirements at entry):

- Valid Driver's License

## **WORKING CONDITIONS**

- Positions in this class typically require sitting, stooping, kneeling, reaching, standing, walking, typing, grasping, talking, hearing, seeing, and repetitive motions.
- Sedentary Work: Exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently. Sedentary work involves sitting and working at a computer most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- Work-related travel is minimal.

**Classification:** Grade 13

**FLSA:** Non-Exempt

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