



LEGISLATIVE COVER MEMO

Introduction: March 18, 2024

Agenda Item: **Resolution 2024-19**

ADOPTING A POSITION DESCRIPTION FOR ADMINISTRATIVE ASSISTANT FOR FIRE & EMS

Submitted by: Cindi Chibis, Human Resources Specialist

Scope/Description: This Resolution adopts a new position description for the Administrative Assistant for Fire & EMS position. The position was previously held by Lt. Katie Williams who has been hired as a fulltime Firefighter/Paramedic. As we prepare to replace the position, we have updated the position description to remove the paramedic requirement.

Budget Impact: None.

Exhibits: Exhibit A: Administrative Assistant for Fire & EMS Position Description

Recommendation: Approval

CITY OF FRANKLIN, OHIO
RESOLUTION 2024-19

ADOPTING A POSITION DESCRIPTION FOR ADMINISTRATIVE ASSISTANT FOR FIRE & EMS

WHEREAS, Section 8.08 of the Franklin City Charter requires this Council to adopt a Position Classification Plan containing position descriptions for all City positions, considering the duties, authority and responsibility of each position;

WHEREAS, upon the recommendations of the City Manager, this Council now finds it desirable to adopt position descriptions for the position of Administrative Assistant to Fire & EMS to adequately reflect the duties and responsibilities of this position,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Franklin, Ohio, a majority of members present concurring, that:

Section 1. The position description for Administrative Assistant to Fire & EMS is attached hereto as Exhibit A, is hereby adopted and approved, and shall be included in the City of Franklin Position Classification Plan.

Section 2. It is hereby found that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the Rules of Council.

Section 3. This Resolution shall become effective immediately upon its passage.

ADOPTED: March 18, 2024

ATTEST: _____
Khristi Dunn, Clerk of Council

APPROVED: _____
Brent Centers, Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council, do hereby certify that the foregoing is a true and correct copy of a resolution passed by that body on March 18, 2024.

Khristi Dunn, Clerk of Council



CITY OF FRANKLIN

POSITION DESCRIPTION

Employee Name:		Department:	Safety / Fire & EMS Division
Civil Service Status:	Unclassified	Position Title:	Administrative Assistant for Fire & EMS
Employment:	Part-time	Reports To:	Chief of Fire & EMS
FLSA Status:	Non-Exempt	Supervises:	N/A

GENERAL DESCRIPTION: Works under the general supervision of the Chief of Fire & EMS. Serves as the receptionist for the Fire & EMS Building. Performs a variety of routine secretarial and clerical duties for Division staff.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101.

- 1. Customer Service:** Exhibits excellent internal and external customer service. Develops and maintains effective working relationships with supervisors, employees, contractors, and the public. Maintains a professional image and performs duties in a courteous, friendly manner. Works as a team member with all employees to ensure smooth day-to-day operations.
- 2. Receptionist Duties:** Greets visitors to the Fire & EMS Division. Responds to general inquiries and directs visitors and questions to others as needed. Answers, screens, and routes, phone calls. Answers general information questions and refers in-depth inquiries to the appropriate personnel.
- 3. Administrative Tasks:** Assists with a variety of administrative tasks including copying, faxing, filing, and proofreading for the Chief of Fire & EMS and Division leadership. Maintains Division inventory. Evaluates workflow procedures and implements efficiencies.
- 4. Timekeeping:** Serves as first point of contact for Division employees with questions related to pay and paid time off. Extracts data from automated timekeeping system and forwards payroll information to the Finance Department within the required timelines. Monitors all time off, overtime, and compensatory time earned. Prints and forward report of paid time off usage for all Division employees. Tracks annual step increase and bonus eligibility and provides corresponding eligibility report to the Finance Department for review and processing.
- 5. Scheduling:** Coordinates and manages schedules and appointments of the Chief and other Division personnel as directed. Coordinates and schedules the processing of all Division applicants. Schedules and records physical agility testing.
- 6. Records Maintenance:** Organizes and maintains electronic and paper files, forms, records, and reports. Gathers information to assist in responding to Public Records Requests.
- 7. Accounts Payable:** Generates Purchase Orders for Division purchases, receives vendor invoice, confirms receipt of goods or completion of services, validates, scans and uploads invoice into automated system, and forwards to Finance Department for vendor payment. Responds to inquiries and answers general information questions related to accounts receivables. May assist with the preparation of budget information or help monitor Division budget to ensure expenditures do not exceed budgeted allocations.
- 8. Mail Distribution:** Receives deliveries, and sorts and distributes incoming mail.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as required.

QUALIFICATIONS:

Communication Skills: Strong communicator who works well independently and as part of a team. Must possess excellent customer service skills, in person, by phone, and email. Ability to communicate effectively, both verbally and in writing, develop and maintain



CITY OF FRANKLIN POSITION DESCRIPTION

effective working relationships, and deal tactfully and effectively with employees and the general public. Ability to work effectively with residents who may be upset, distraught, or irate.

Education and Experience: High school diploma or equivalent, associate degree preferred. Training in and/or experience in office practices and procedures and public administration and working knowledge payroll, human resources and budget preparation, or a combination of education and work experience that indicates the possession of the required skills and abilities listed below. Prior experience working in safety/emergency services beneficial. Certification as a Firefighter, EMT and/or Paramedic preferred for understanding of Fire and EMS processes and duties.

Equipment, Tools and Materials: Ability to use computer equipment, modern software and equipment, copier, scanner, and telephone.

Math skills: Ability to add, subtract, multiply, and divide whole numbers, and to calculate fractions, decimals, and percentages.

Physical Requirements: (with or without accommodation): Ability to occasionally lift, reach, stoop, and turn. Ability to frequently grasp, carry, hold, stand, walk, and use keyboard. Specific vision abilities required by this job include close vision and distance vision. Ability to speak English and hear required.

Reasoning Skills: Excellent planning, organizational skills, time management and multi-tasking skills. Ability to organize and maintain information, records, and files. Ability to effectively plan in collaboration with other City offices and outside agencies. Exercises sound judgement and decision making. Ability to analyze and revise operating practices to improve efficiency. Detail-oriented and comfortable working in a fast-paced environment with integrity and confidentiality.

Technical Skills: Ability to operate phone, use e-mail, word processing, excel spreadsheets and automated time and attendance system. Ability to learn automated system functions used in carrying out job duties. Ability to operate in a network environment. General knowledge of PC equipment, modern office practices and procedures and computer-related software required.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: (For purposes of O.R.C. 4167)

Employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.). Employee is occasionally exposed to outdoor weather conditions, May be exposed to hazardous driving conditions, verbal abuse by the public, or to human blood or other body substances.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, and must demonstrate the necessary skills, knowledge, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above reflects general information considered necessary to describe the essential functions of the job and shall not be construed as an exhaustive statement of duties, responsibilities or requirements that may be inherent in the job. It is not intended to limit the right of any supervisor to assign, direct, or control the work of employees under his/her supervision. The use of a particular expression to describe duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)