



Job Title:	Executive Assistant to the Fire Chief		
Department/Group:	Fire Department	Supervisor:	Fire Chief
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	\$22.95 - \$27.00 hour	Position Type:	Full Time
HR Contact:		Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	
Applications Accepted By:			
FAX OR E-MAIL: (727) 399-1131 OR humanresources@madeirabeachfl.gov Subject Line: Executive Assistant to the Fire Chief Attention: Human Resources Department		MAIL: City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
Job Description			
ROLE AND RESPONSIBILITIES <p>Under the direction of respective Department Director or designee, the Executive Assistant to the Fire Chief provides clerical support to Fire Chief.</p> <ul style="list-style-type: none"> • Attends work as scheduled. • Answers multi-line telephone, routing calls, retrieving/taking and distributing messages, coordinating meetings and other activities. • Provides information and assistance to residents and other members of the public. • Enters data into complex specialized software programs and generating reports. • Reviews and makes sure all approvals for forms, documents, reports, purchase orders and other miscellaneous documents are complete. • Orders, researches, and obtains quotes and inventories supplies and equipment; prepares purchase orders and credit card statements for Department Director approval. • Prepare payroll records and maintain accruals bi-weekly. • Process invoices and receipts for appropriate charges are amounts. • Sorts and distributes incoming mail and preparing outgoing mail. • Maintains various administrative records in compliance with records retention requirements. • Performs complex secretarial tasks in an independent nature. • Other duties as assigned. 			



DEPARTMENT SPECIFIC ROLES AND RESPONSIBILITIES

- Assist with hiring process of fire fighters, advertising, application assessment, coordination of testing, scheduling interviews, verification of certifications, notifications to State and County.
- Assist with renewal of licenses of fire department members, ALS renewal, and maintenance of these records for State inspections.
- Process invoices and receipts for annual inspections and follow-up verifying appropriate charges are posted.
- Reconcile and make sure all credit card purchases are received and paid for.
- Responsible to coordinate schedule for maintaining equipment, tools, appliances, etc.
- Schedule and follow-up that all maintenance is completed regularly for pumps, hoses and hydrant testing, AED's, aerial & ground ladder testing, inspecting fire extinguishers, extrication tools, SCBA flow testing, breathing air compressor, IT equipment and 911 equipment.
- Schedule maintenance, purchasing parts and graphics for 3 apparatus, 2 vehicles and 2 light marine vessels.
- Responsible for choosing vendors, ordering, and obtaining best quality and pricing of equipment and uniforms.
- Maintaining semi-annual gear/uniforms evaluations and uniform room maintenance.
- Performs tasks in a confidential manner when necessary or requested
- Scheduling physicals, mask fit testing and packets.
- Assist with preparing annual budget.
- Scheduling coverage for special events
- Coordinating special events throughout the year, such as public education, CPR classes, 9-11 Ceremony, appearances of fire personnel and Clover the fire station dog, meet & greets, assisting with fundraising and wellness events.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Valid Florida Driver's License.
- A high school graduate (or GED Equivalent) with course work in related office procedures in required.
- Previous experience as administrative assistant or senior clerical with at least two years of experience in a position of responsibility.
- The applicant must have demonstrated the ability to perform job functions listed, either through related experience or specialized training.
- Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.



- Written Expression – The ability to communicate information and ideas in writing so others will understand.
- Special Recognition and Clarity – The ability to identify and understand the speech of another person and the ability to speak clearly so others can understand you.
- Near Vision – The ability to see details at close range (within a few feet of the observers).
- Problem Sensitivity – The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

PREFERRED SKILLS

- Experience in a position of high importance preferably in a fire department.
- Ability to remain calm and assist with communications during an emergency situation.
- Ability to be professional and maintain confidentiality at all times managing files and records, designing forms and other office procedures and terminology.

ADDITIONAL NOTES

- Physical Requirements - This job requires 85% of the workday sitting at a desk with 15% of the time spent walking, bending, stooping, twisting, turning, and occasionally lifting weight under 25lbs.
- Eye-hand coordination is required for the use of calculators, computers, fax and copy machines.
- Reasonable accommodation consideration will be made for otherwise qualified individuals as defined by the Americans with Disability Act.
- Environmental Features – This position requires working indoors in environmentally controlled conditions. May require accepting criticism and dealing calmly and effectively with high stress situations.
- Therefore it is imperative to maintain composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior even in very difficult situations.
- This position requires being open to change (positive or negative) and to considerable variety in the workplace.
- Able to work overtime, civil defense recall and occasional weekend and holidays as required.

ADA COMPLIANCE:

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified



individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.

Cover letters and resumes may be included but are not accepted in lieu of application form. All applications will become public record under Florida law.

AA/EOE/DFWP

Submit completed application for employment to: Human Resources Coordinator

300 Municipal Dr. Madeira Beach, FL 33708 or humanresources@madeirabeach.com

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	