



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:	\$24.00 - \$34.00 hr.	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 - Recruiting		MAIL: City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
Job Description			
ROLE AND RESPONSIBILITIES <p>This position entails responsible, diverse and highly advanced administrative support duties relating to the operation and activities of the Fire Department. The executive assistant is responsible for support to a fully operational (24/7/365) department and staff, and to assure communications, equipment, building and property are operational. The position is responsible for the organization and implementation of an administrative support system for the Fire Chief and department staff. The assistant organizes the activities and schedules of the Department and the flow of information in accordance with the Department's priorities as set to meet goals and objectives. The Fire Chief assigns a variety of detailed tasks requiring the highest level of administrative support capability, advanced level of initiative and organization and independent judgment.</p> <p>Work entails dealing with political, confidential, and sensitive issues requiring a high degree of discretion and tact involving continual inter-departmental relations and extensive public contact. The incumbent in this position serves as a confidential employee. The scope and degree of responsibility requires a comprehensive working knowledge of the entire City organization, County Fire/EMS system, State of Florida Health Department system. The nature of the position requires the performance of numerous tasks such as word processing, answering telephones, processing mail, copying, and filing, among others. The nature of the work also requires all work to be performed with the highest level of accuracy, and with the ability to meet strict deadlines while working under a high degree of pressure. During occasions of local emergencies, this position shall be required to perform</p>			



emergency tasks which may result in extended work hours as well as extended periods of time away from family members.

The position also includes the following responsibilities and duties:

- Receives telephone calls for the Fire Chief and the department in a professional and courteous manner; ascertains nature of business and handles those requesting routine information and as many other routine tasks as possible; directs remainder to appropriate official, department head, or other staff.
- Schedules appointment for and with the Fire Chief; coordinates scheduling of public outreach/education, keeps the Fire Chief's and the department's calendars current.
- Make travel arrangements and schedules for the members of the Department and others as appropriate; assures accommodations and all other aspects of travel needs in place and guaranteed.
- Receives the general public, officials of governmental and numerous other organizations, reporters and others in a professional and courteous manner. Builds relationships with members of the community, civic organizations and vendors.
- When appropriate, provides information pertaining to city operations, policies, procedures, Collective Bargaining Agreement and other similar information.
- Coordinates and provides interdepartmental liaison functions, assists others and promotes positive communication with all staff.
- Relays instructions and information to members of the Department and other departments as directed by the Fire Chief.
- Fulfills public records requests. Maintains various administrative records in compliance with records retention requirements
- Establishes and maintains an efficient filing and records system for the Department including updating primary file index as necessary; maintains pending files with appropriate and timely follow-up procedures.
- Takes and transcribes dictation of highly confidential/sensitive material; prepares from rough drafts and composes letters and memoranda on computer for the Fire Chief; ensures that all work is error free prior to finalizing for signature and distribution.
- Demonstrates thorough knowledge of all the City's personnel policies and procedures, Collective Bargaining Agreement, as well as County, State, and HIPPA regulations. Maintains basic knowledge of the Department's SOPs, Pinellas County Medical Director's, Florida Department of Health policies, etc.
- Acts as a liaison between the Fire Chief, Department Heads, City employees, elected officials, and the general public by coordinating dissemination of information and responding to questions.
- Maintains department's social media accounts and City website page, prepares notifications.
- Receives, sorts, and distributes all mail arriving in the Fire Department; may compose responses to all routine correspondence.



- Develops spreadsheets, databases, marketing, and educational material.
- Prepares annual budget in draft form for review of Fire Chief and assists with finalization. Maintain knowledge of working budget/funds.
- Researches, obtains quotes and selects vendors for product and services with focus on quality and pricing.
- Orders equipment, supplies and services. Maintains record of inventory and warranties.
- Maintains contracts and tracks renewals.
- Reviews invoices for receipt of goods and services, prepares purchase orders/purchase requisitions within the Fire Department's FY budget. Maintains receipts and records of sale, prepares credit card statements for Fire Chief, Fire Inspector, 3 Lieutenants. Tracks and enters all financial transactions into specialized software.
- Prepares payroll for the 15-member department.
- Provides assistance to the Fire Marshal's Office, EMS Coordinator, Operations Officer and Training Officer.
- Assists Fleet Maintenance Division. Communicates with vendors, repair centers and makes purchase of fleet supplies.
- Troubleshoots or serves as a liaison to issues with 911 communications, servers/networks, phones, out of service equipment, apparatus or building repairs.
- Arranges renewal of professional licenses of members of the department.
- Prepares State Advanced Life Support licensing renewal and other Department licensures.
- Maintains confidential records for State EMS inspections and ISO audit.
- Assists with the hiring process of firefighters. Coordinate advertising, application assessment, testing, and scheduling of interviews.
- Coordinates employment process of new hires. Verifies certifications. Prepares various department related probationary documentation, coordinate IT and other privileges, corresponds with the city, County, State and Florida Fire College to set up new employment. Uniforms and bunker gear order coordination.
- Responsible to coordinate and schedule maintenance and repairs of building, apparatus, fire/EMS equipment/tools, appliances, etc.
- Assists department's staff with technology, communications and other department related concerns and troubleshooting scenarios.
- Arranges care, training and special events for Clover the Firehouse Dog.
- Performs other job-related duties that are consistent with the responsibilities of this position
- Additional duties as assigned



QUALIFICATIONS AND EDUCATION REQUIREMENTS

An Associate's Degree in Public Administration, Business Administration, or related field of study preferred. A minimum of 5 years executive secretarial experience, with prior work experience as direct staff support to executive level personnel in government/public sector employment. Proficient in the use of personal computer system using MS Office Suite, Access and other similar programs is also expected.

PREFERRED SKILLS

Ability to effectively communicate, both orally and in writing. Ability to use a computer keyboard, other pieces of standard office equipment and the telephone. Ability to sit for long periods, bend, stoop, lift to twenty pounds. Other important skills required include:

- Advanced independent judgment, initiative and organization in routine and non-routine situations which occur.
- Perform all work with the highest level of efficiency, flexibility and accuracy in meeting strict deadlines under a high level of pressure.
- Communicate effectively with others, both in person and over the telephone, in a professional, clear and concise manner.
- Maintain composure during emergency situations.
- Handle sensitive information in a confidential and discrete manner.
- Compose clear and concise correspondence, memorandums, reports, and other documents as required.
- Organize, files, and retrieve volumes of written materials.
- Must be capable of dealing with a variety of citizens in a professional, cheerful, and effective manner and conveying the pertinent information to the appropriate City officials.

NOTE: Reasonable accommodation considerable will be made for otherwise qualified individuals with a disability.

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

Reviewed by:		Date:	
Approved By:		Date:	
Updated By:		Date:	