

Rationale for Reclassifying Position from Administrative Assistant to Executive Assistant - Fire

The current Administrative Assistant role has evolved significantly over time to include responsibilities that exceed the typical scope of an Administrative Assistant. The position now requires advanced skills, greater autonomy, and higher-level support for executive leadership. To reflect the expanded scope and complexity of the role, we propose reclassifying the position to Executive Assistant.

Key Changes in Responsibilities

Strategic Support: The role now involves assisting senior executives with strategic planning, decision-making processes, and high-level project coordination. This includes preparing reports, presentations, and briefing materials for executive meetings.

Confidentiality and Discretion: The position requires handling highly sensitive and confidential information, including legal documents, executive communications, and organizational strategies.

Stakeholder Management: The role entails significant interaction with internal and external stakeholders, including high-profile clients, board members, and partners. This includes managing relationships, scheduling meetings, and ensuring seamless communication between parties.

Autonomy and Initiative: The position demands a proactive approach to identifying priorities, resolving issues, and anticipating the needs of the executive leadership team without constant supervision.

Advanced Administrative Tasks: Beyond standard administrative duties, the role includes managing complex calendars, organizing large-scale events or meetings, overseeing special projects, and coordinating travel arrangements that involve multi-leg international itineraries.

Leadership Support: The role supports not just one executive but often an entire leadership team, requiring advanced organizational skills and the ability to manage competing priorities.

Justification for Reclassification

Increased Complexity: The added strategic and operational responsibilities require a skill set that aligns with an Executive Assistant role.

Market Benchmarking: A review of similar roles in comparable organizations indicates that these responsibilities are typically assigned to Executive Assistants.

Employee Retention and Recognition: Reclassifying the position appropriately recognizes the employee's contributions, fosters job satisfaction, and ensures alignment with industry standards.

Organizational Efficiency: Elevating the role reflects its critical impact on the organization's efficiency and effectiveness in achieving strategic objectives.

Recommendation

Reclassifying the position from Administrative Assistant to Executive Assistant - Fire is a necessary adjustment to accurately represent the duties and expectations of the role. This change will ensure proper alignment with organizational goals, adequately compensate the employee for the additional responsibilities, and enhance the overall support provided to executive leadership.



City of Tumwater Executive Assistant (Fire)

Class Spec Code	113 F	Established Date	
Last Revised Date	12/xx/2024	Salary Range	\$ Monthly
Bargaining Unit	Non-Rep	EEO	EEO4-Administrative Support
Occupational Group	CLERICAL	FLSA	Non-Exempt
Benefit Code	NONREP	Physical Class	n/a

General Statement of Duties/Supervision

Distinguishing Characteristics: The Fire Department Executive Assistant oversees and manages the administrative operations of the Fire Department. This position ensures efficient office workflows, supervises administrative staff, and supports department executive leadership in achieving operational and strategic goals. The role involves performing complex clerical and administrative tasks, coordinating interdepartmental and external activities, and ensuring compliance with city policies and procedures.

Essential Job Duties

- Perform comprehensive research on department operations, programs, and initiatives; compile findings into detailed, professional reports; and discuss actionable recommendations with department leadership for informed decision-making.
- Manage special projects, ensuring tasks, milestones, and deadlines are met while coordinating effectively with internal staff and external stakeholders.
- Manage all aspects of public records requests, including logging, tracking, and responding within legal deadlines, while ensuring adherence to applicable laws and regulations.
- Assist in the development, review, and implementation of departmental policies; provide administrative guidance on compliance, labor relations, and regulatory requirements.
- Serve as a liaison between the department and other city departments, agencies, and external organizations, ensuring timely communication, reporting, and collaboration.
- Research and analyze departmental programs, services, equipment needs, and grant opportunities; assist in writing grants to improve operations and secure funding.
- Provide high-level, confidential administrative assistance to the Fire Chief, Deputy Chief, and command staff, ensuring seamless executive operations.
- Support collective bargaining efforts and contract negotiations by maintaining

confidentiality and managing sensitive information.

- Prepare, review, edit, and proofread official correspondence, comprehensive reports, meeting agendas, and minutes with accuracy and professionalism.
- Monitor critical deadlines, departmental commitments, and agenda items, keeping leadership informed and ensuring priorities are addressed efficiently.
- Facilitate effective communication between the Fire Department, external agencies, city staff, and the general public, ensuring clarity and professionalism.
- Direct and supervise administrative support staff, ensuring efficient daily operations; monitor staff performance and training.
- Organize office support operations for timely and accurate completion of routine and specialized tasks; evaluate office functions and recommend or implement improvements to optimize processes; develop and implement long-range plans, goals, and objectives for the administrative division.
- Maintain department filing and record-keeping systems, ensuring accuracy, confidentiality, and compliance with retention policies.
- Coordinate departmental schedules, central calendars, and priorities to ensure smooth operations; coordinate and administer staff scheduling processes.
- Assist in preparing the department's annual budget; monitor expenditures; process invoices; and provide detailed budget utilization reports. Work collaboratively with the city finance team to align the department's budget with city-wide financial planning and reporting requirements.
- Act as a liaison for HR activities and IT needs, including onboarding, uniform and equipment fitting and purchase, benefits enrollment, and equipment changes.
- Perform regular payroll audits to ensure accuracy and compliance.
- Respond to public inquiries, ensuring courteous and accurate responses to citizen complaints, service requests, permits, and other inquiries.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Listed below are the knowledge, skills and abilities required for this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Extensive knowledge of office management principles, including scheduling, filing, and recordkeeping systems, as well as departmental and municipal administrative operations, policies, and procedures.
- Proficiency in public sector budget preparation, financial management, expenditure control, and compliance with local, state, and federal regulations, including records management and confidentiality protocols.
- Strong understanding of supervisory principles, including coaching, training, performance evaluation, and fostering a positive and productive work environment.
- Expertise in modern office technology, including the Microsoft Office Suite, budgeting software, and database management systems.

- Skilled in managing and supervising administrative staff, delegating responsibilities, and ensuring timely and accurate task completion.
- Exceptional verbal and written communication skills, including the ability to draft, proofread, and edit complex documents, correspondence, and reports.
- Analytical and strategic problem-solving skills for diagnosing issues, developing innovative solutions, and implementing improvements to administrative procedures.
- Strong organizational skills, with the ability to prioritize and coordinate multiple projects, meet deadlines, and maintain high levels of accuracy and attention to detail.
- Demonstrated ability to compile budget data, monitor expenditures, and ensure fiscal accountability while adhering to collective bargaining processes and HR procedures.
- Capacity to work collaboratively with diverse groups, including citizens, municipal departments, external agencies, and community stakeholders, while maintaining professionalism in public settings.
- Adept at providing courteous and professional responses to public inquiries, complaints, and service requests.
- Experience in preparing reports, managing records, processing payroll, and conducting inventory audits using relevant software.
- Ability to manage sensitive information with discretion and ensure compliance with confidentiality protocols.
- Flexibility to adapt to changing priorities, unexpected challenges, and diverse responsibilities while maintaining operational efficiency.
- Skilled at providing high-level administrative support to leadership, including schedule management, meeting coordination, and project oversight.

Minimum Qualifications:

- Associate degree in Business Administration or related field; equivalent work experience may be considered to satisfy this requirement.
- Proven experience in administrative support, preferably within a government or public safety setting.
- Strong supervisory, organizational, and problem-solving skills.
- Proficiency in Microsoft Office Suite and other relevant software applications.
- Excellent communication skills, both written and verbal.
- Ability to manage confidential information with discretion.

Training/Licenses/Certifications: A valid Washington state driver's license is required. Must be able to be bonded.

Supplemental Information: None

Contacts: Citizens, City Staff and other agency staff/representatives.

Supervision: Supervision is received from the Fire Chief by general review of work methods, completion of tasks and review for adherence to policies and procedures.

Supervision of lower-level positions may be required.

Accountability: The Executive Assistant is accountable for the functions, policies, and procedures of the Fire Department. This position is responsible for the timely and accurate completion of assigned tasks.

Working Conditions: Positions in this class perform work predominately under normal office working conditions; extensive time working at a computer station is a regular part of the job. No heavy lifting without assistance is required.

Physical Requirements: Work is often performed in an office setting.

Specific physical requirements and typical working conditions for this position are on file in the Administrative Services Department.

The City of Tumwater is an Equal Opportunity Employer (EOE), committed to a diverse **workforce. Women, minorities and people with disabilities are encouraged to apply.**