



Fire Department

Charter Township
of White Lake

7420 Highland Road, White Lake, MI 48383 Tel 248-698-3993

February 3, 2022

Board Members;

I am requesting the approval to hire an Executive Secretary to the Fire Chief. Historically, this position has been established in the Fire Department however it has been vacant for some time. I have numerous administrative functions that need to be attended to in order to focus on my core responsibilities of Fire Chief. Currently the Fire Department does not have any secretarial or clerical support. The re-establishment of this position will be helpful in allowing me to move forward.

The qualified candidate will act as Executive Secretary to the Fire Chief and support the Fire Marshal and Captains. A revised job description is attached with a summary of responsibilities.

The wage scale is equal to that of other Executive Secretaries in the township and has already been established through collective bargaining. I have consulted with the township's Finance Director and my budget will support this position.

Thank you for your consideration.

John Holland
Fire Chief

CHARTER TOWNSHIP OF WHITE LAKE

Job Description

EXECUTIVE SECRETARY

Fire Department

Non-Exempt

MAPE Union

General Summary

Under the supervision of the Fire Chief, performs a variety of administrative duties that sustain and support the fire department. The employee is required to exercise considerable personal judgment and proficiency in secretarial, office management skills and as an administrative liaison between the Fire Chief and other departments, vendors, and the public. The Secretary to the Fire Chief handles a variety of confidential information.

Primary Responsibilities

1. Acts as Executive secretary to the Fire Chief but also supports the Fire Marshal and Captains.
2. Prepares reports and compiles data, for periodic reports including but not limited to budgets, fire statistics and monthly reports for the Fire Department, as assigned by the Fire Chief.
3. Types correspondence, standard operating guidelines, contracts, documents, and reports involving confidential or technical information including matters involving discipline, and grievances.
4. Composes routine correspondence and reports with minimal instructions.
5. Assists with departmental bi-weekly payroll.
6. Assists with Goodfellows, citizens academy, community events and fire department events including but not limited to scheduling, set-up, and planning of events.
7. Maintains recordkeeping for fire department including rosters, shift assignments, documents, and standardized forms.
8. Proofs and distributes press releases to local press, radio, and TV. Writes media releases when assigned by the Fire Chief and drafts biographies for banquet awards.
9. Mail distribution, preparation of certificates including meritorious service, and citizen's citations.
10. Develops and maintains files and records for the department including scanning and organizing documents into the document imaging program for records retention.
11. Communicates and collaborates between the Fire department and the building department personnel during implementation and ongoing maintenance of the rental ordinance program. This will include documentation, preparing reports, timely communication. And other functions that contribute toward the program.

12. Performs other duties as assigned by the Fire Chief.
13. The above responsibilities are intended to describe the general nature and level of work being performed in this classification. They are not intended to be limited to or an exhaustive list of all job duties to be performed by those in this classification.

Education / Qualifications:

- High School diploma or equivalent required. At least four (4) years of practical experience in administration or a bachelor's degree.
- Preferred experience in a municipal setting or public administration.
- Proficient in Microsoft Word, Excel, and Outlook.

Other Requirements:

- Strong oral and written communication skills.
- Excellent customer service skills with the ability to identify and resolve problems in a timely manner.
- Demonstrated effective organizational and communication skills with an attention to detail.
- Self-directed and the ability to communicate verbally in-person and over the phone required.
- Knowledgeable in preparing professional business documents such as memos, letters, and reports.
- Ability to operate general office equipment including: adding machine, copy machine, fax machine and document scanner.
- Maintain confidentiality of sensitive personal information of applicants.
- Experience with social media and website maintenance preferred.

Working Conditions and Physical Demands:

- The essential functions of the Executive Secretary are primarily administrative functions. Intermittent standing, and walking is necessary.
- Must be able to occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Must be able to use hands and arms to operate office equipment, and is regularly required to walk, stand, balance, stoop, and crouch.