



Fire Department
Charter Township of White Lake

To: Board of Trustee Officials

From John Holland, Fire Chief

Date: June 1, 2023

Re: Ashley Amburgy, Executive Secretary to the Fire Chief – Job Reclassification to Administrative Assistant

Board members, As the Fire Chief of this organization, I am requesting that the Township approve the job reclassification of Ashley Amburgy from Executive Secretary, to Administrative Assistant. I am also requesting the same wage scale already established for the Building Department Specialist, and Ashley's previous position of Senior Election Specialist. Accounting has confirmed that my budget will support the reinstated wage request.

Ashley has 23 years of knowledge and experience with the Township, and in the one (1) year Ashley has been with our department, her focus, competency, scope of professionalism, and unequivocal commitment, has far surpassed my expectations. It is my opinion that she currently performs to the level of an administrative assistant.

She has been trusted to completely oversee the following administrative operations:

1. Payroll for 28 employees.
2. Responsible for Fire Department FOIA requests (report, or property research, and written responses).
3. Has received training in HIPPA compliance (the handling of emergency medical reports).
4. Community event / standby scheduling, and invoicing when appropriate.
5. Authorized to assess, and approve reoccurring Department invoices.
6. Ashley also took on the primary role of funding (through donations) for our annual open house. Her efforts and tenacity were a key component to the success of the event.
7. In addition, she is the Fire Department counterpart to the Building Department (upon their request) to assist administratively with any part of the rental program.

The requested reclassification will re-instate Ashley's wages to what she had previously made as Senior Election Specialist.

In closing, Ashley's ability to adapt so quickly to the essential administrative needs of the Fire Department, speaks volumes to her future role within this organization.

CHARTER TOWNSHIP OF WHITE LAKE
Job Description

ADMINISTRATIVE ASSISTANT TO THE FIRE CHIEF
Fire Department

Non-Exempt
MAPE Union

General Summary

Under the supervision of the Fire Chief, independently performs a wide variety of highly skilled, responsible, and confidential secretarial, administrative and management work requiring initiative and considerable independent judgment. 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 Administrative Assistant to the Fire Chief handles a variety of confidential information.

Primary Responsibilities

1. Acts as Administrative Assistant 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. FOIA Coordinator for the Fire Dept. - Processes all FOIA responses directed to the Fire Dept.
4. Communicates with township attorney for department subpoena requests.
5. Prepares correspondence, standard operating guidelines, contracts, documents, and fire incident reports involving confidential or technical information including matters involving discipline, and grievances.
6. Communicates with Star EMS for all transports, billing and deposits.
7. Composes correspondence and reports with minimal instructions.
8. Prepares departmental bi-weekly payroll including communication with fire dept. members to resolve payroll questions and discrepancies.
9. Coordinates, schedules, and plans Community Events including but not limited to:
 - a. Station Tours i.e., cub scouts, girl scouts and field trips
 - b. Communication with Shift personnel and various event planners for events such as block parties, community picnics, subdivision bike parades, career expo events and other requests as needed.
 - c. Arranges logistics, promotes event, and organizes annual Fire Dept. Open House.
 - d. Coordinates firefighter staffing requests for Lakeland football games.

- e. Arranges for fire department participation and staffing for Trunk or Treat, Fisk Farm Festival and Tree Lighting Ceremony.
10. Maintains recordkeeping for fire department including rosters, shift assignments, documents, and standardized forms.
11. Proofs and distributes press releases to local press, radio, and TV. Assists with social media posts. Writes media releases when assigned by the Fire Chief and drafts biographies for banquet awards.
12. Mail distribution, preparation of certificates including meritorious service, and citizen's citations.
13. Develops and maintains files and records for the department including scanning and organizing documents into the document imaging program for records retention.
14. Communicates and collaborates between the Fire department and the building department personnel during implementation and ongoing maintenance of the rental ordinance program, at the building departments request. This will include documentation, preparing reports, timely communication. And other functions that contribute toward the program.
15. Communicates with residents for requests to perform various functions such as car seat inspections, lock box installation, and smoke alarm installation. Requests are delegated to appropriate firefighter personnel.
16. Schedule interviews and testing for Civil Service positions and part time and cadet positions.
17. Monitor expenditures in the department including visa receipts, and expenses up to \$500.00.
18. Complete MMRMA and State Grant applications.
19. Performs other duties as assigned by the Fire Chief.
20. 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.
- Knowledge of FOIA guidelines and policy.
- 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.

Administrative Assistant to the Fire Chief

- Recommended Wage scale - 2023

Start: \$58,973

1yr. \$62,834

2 yr. \$64,773

3 yr. \$66,875

- This wage scale is equivalent to the following MAPE union positions: Assessing; Appraiser II, Clerk's Office; Senior Elections Specialist, Building Dept.; Building Department Specialist, and Building Inspector.

CHARTER TOWNSHIP OF WHITE LAKE
Job Description

EXECUTIVE SECRETARY
Fire Department

Non-Exempt
MAPE Union
Approved February 22, 2022

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. Prepares 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.

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- Must be able to use hands and arms to operate office equipment, and is regularly required to walk, stand, balance, stoop, and crouch.

2023 WAGES

Executive Secretary:

Start – 52,960

6 Mos. – 53,775

1 yr. - 54,590

2 yr. - 55,405

3yr - 56,219

Administrative Assistant to Fire Chief:

Start 58,973

1 yr. 62,834

2 yr. 64,773

3 yr. 66,875