

RIVERSIDE FIRE AUTHORITY

CLASSIFICATION DESCRIPTION

JOB TITLE: Part-time Administrative Assistant

REPORTS TO: Board Secretary

DATE: 5/1/2023

GENERAL FUNCTIONS / POSITION PURPOSE:

This is a highly responsible and confidential technical/clerical position, which requires initiative, independent decision making and exemplary work performance. The Administrative Assistant supports the Finance Officer & Board Secretary and reports to the Board Secretary, assisting and coordinating administrative / legislative section activities and independently completing diverse projects assigned by administrative personnel.

JOB DUTIES AND RESPONSIBILITIES

- This position, under supervision of the Finance Officer, is responsible for processing purchase orders and accounts payable in Springbrook Express, producing vouchers for legislative approval and printing and mailing the accompanying warrants.
- Assists with preparation of financial accounting records and reports.
- Frequently works with local government-specific programs such as First Due and Springbrook Express.
- Provides receptionist services including answering phone calls, supplying requested information, or referring parties to the proper person or agency. Courtesy and a polite manner in dealing with the public we serve are essential.
- Maintains office supplies and assists with orders of operation supplies and equipment.
- Assists with the asset inventory and surplus property program.
- Assists administration with creation of letters and memos.
- Assists with creation and maintenance of agency files; ensures that they are secure, complete, and retained in accordance with state retention schedules.
- Assists administration with coordination of calendars, scheduling of meetings, producing agendas and notifying personnel involved.
- Preserves confidentiality and takes initiative with assigned activities and programs.
- Coordinates a variety of activities and programs and prioritizes workload.
- Responds independently as required to incoming outside correspondence as well as inter-office correspondence.

- Assists administrative personnel with research projects including but not limited to agency organization, long/short-term planning, policies, and procedures.
- Maintains compliance with applicable federal, state, and local laws and regulations relating to the position and follows agency policies, procedures, and guidelines.
- Maintains proficiency by attending training, conferences, meetings and collaborating with others in similar areas of responsibility.
- Performs other duties as assigned.

JOB QUALIFICATIONS:

Required

- High school diploma/ equivalent and 2+ years' experience in secretarial or office administration position with substantially similar duties to this position.
- Excellent oral and written communication skills and proficient in use of Microsoft programs.
- Proof of eligibility to work in the United States.
- Valid Washington Driver's License.
- Ability to type 60 wpm and an aptitude for numbers.
- Possesses the ability to establish and maintain effective working relationships with other employees, supervisors, and the public.
- Projects an image of professionalism through appearance, cooperation, compatibility, punctuality, and enthusiasm.

Preferred

- Associate degree or higher.
- Background in accounts payable &/or accounting.
- Prior experience working for a government agency.
- Prior experience with government agency specific programs such as First Due and Springbrook.
- Proficiency and working experience with Excel.

PHYSICAL DEMANDS OF POSITION:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this position, the employee is frequently required to sit, talk, listen, stand, kneel, reach, and manipulate objects, tools or controls. The position requires the ability to lift up to 30 pounds, specific vision abilities include close vision, depth perception and the ability to focus.

WORKING CONDITIONS:

Most work occurs under fire station/indoor working conditions. The noise level in the fire station is higher than typical of most office environments, however, does not require

hearing protection. Individuals are occasionally exposed to running motorized apparatus, noise, and limited exhaust fumes.

WORK HOURS:

Approximately 24 hours per week during normal business hours. The work schedule will be determined based on the needs of the agency and with consideration of the applicant's availability between the hours of 8:00am - 5:00pm Monday through Friday. Work hours may be extended or modified due to training course requirements, training course instruction, emergency calls or extended situations including disaster response.

The duties listed above are intended only as an illustration of the various types of work that may be performed.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.