



# GREATER NAPLES FIRE RESCUE DISTRICT MEMORANDUM

24-030

**DATE:** May 21, 2024  
**TO:** All Personnel  
**FROM:** Michelle Ughi, Human Resources Director  
**SUBJECT:** Internal Job Posting

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Greater Naples Fire Rescue District has two new employment opportunities:

Executive Assistant assigned to the Support Services Section

Executive Assistant assigned to Fire and Life Safety Section

The attached job description contains information about the open positions, including the position responsibilities, job duties, requirements, and qualifications.

If you want to apply, please email a cover letter and resume to [hr@gnfire.org](mailto:hr@gnfire.org) no later than June 5, 2024.

Please get in touch with Human Resources for assistance if you have any questions about these positions or the recruiting process.

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<b>GREATER NAPLES FIRE RESCUE DISTRICT EXECUTIVE ASSISTANT</b>
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<b>District Rank: Civilian</b>
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<b>Direct Report: Fire Chief, Deputy Chief and/or Assistant Chief</b>
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<b>FLSA Consideration: Non-Exempt</b>
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<b>Approved: Christopher Wolfe, Interim Fire Chief</b>
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<b>Date: January 16, 2024</b>
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<b>Revised Date: May 15, 2024</b>
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**I. General Description:**

The Executive Assistant provides highly responsible administrative support to the Fire Chief, Command Staff, and the Board of Fire Commissioners. Work involves providing and managing clerical and administrative support functions at the highest level of District government with a focus on the following Sections: Administration, Fire and Life Safety and Support Services. Employees in this class are in highly visible positions requiring frequent communications with all levels of government, external agencies, businesses, and the general public.

**II. Position Responsibilities:**

To perform this job successfully, an individual must be able to perform Part A: General Duties defined below and Part B: Additional Section-Specific Duties defined for the individual's assigned Section. Section assignment is not guaranteed; an individual may be reassigned to a different Section, based on District needs.

The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification. Other duties may be required and assigned as appropriate.

**Part A: General Duties**

- Establishes, develops, maintains and updates filing system, including confidential files, as assigned. Retrieves information from files when needed.
- Coordinates attendance including assisting employees with proper submittal of request forms, acquiring supervisor approval, entering and validating data in computer attendance module, and submitting approved data for payroll processing.
- Thorough and constant review of policies related to the District's mission. Reports recommendations through the chain of command.
- Answers District telephones in a courteous and timely manner; assists callers with questions regarding programs, services, or procedures; refers callers to other staff members as appropriate; takes messages. Screens phone calls/visitors, providing assistance and information on behalf of command staff. Works in cooperation with other office personnel to answer phones and performs additional tasks to provide a cohesive office environment.
- Types and designs general correspondence, memos, charts, table, graphs, etc. Proofreads copy for spelling, grammar, and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.
- Researches information from databases as requested. Generates reports, logs, and listings

from databases.

- Collects, sorts, and distributes mail when appropriate. Receives, prioritizes, and responds to written and electronic mail on behalf of Command Staff as appropriate.
- Coordinates scheduling of personnel activities as assigned, such as meetings, travel arrangements, and conference and seminar registrations. Tracks and processes all education funding and travel requests.
- Schedules and prepares for meetings, workshops, and public hearings; places legal advertisements and public notices as applicable; and handles all logistical arrangements pertaining to the preparation and set up for the scheduled meetings/events.
- Assists staff members with special projects as assigned.

## **Part B: Additional Section-Specific Duties**

### **Administration Section**

- Responds to citizen requests for public programs, public records, usage of meeting rooms, and general inquiries; conducts research, coordinates, and responds as necessary following District policies and procedures and applicable laws.
- Prepares Board of Fire Commissioner (BOFC) meeting agenda, minutes, and supporting documents; responsible for all record keeping, advertising, and posting related to all meetings held by the BOFC.
- Serves as the District's Public Records Custodian. Supervises processing of requests for public documents ensuring compliance with Florida Statutes and applicable law. Responsible for maintenance and disposal of records in cooperation with staff members.
- Attends internal and external meetings as required. Participates as an adjunct member of the Command Staff to assist in meetings, scheduling, agenda preparation, and project tracking.
- Responsible for all activities relating to the District's general liability insurance including gathering information for claims submittal and certificate of insurance issuance.

### **Fire and Life Safety Section**

- Serves as in-Section expert of revenue generating programs in Fire and Life Safety and recordkeeping; supports staff with administrative issues, responds to community requests, and tracks activity.
- Responsible for all recordkeeping associated with Fire and Life Safety revenue, including tracking invoices and payments, running reports and coordinating with internal Sections.
- Process customer payments using Elavon, Square, and other payment options; responsible for the accuracy and integrity of payment systems.
- Responds to community requests for Notice of Fire Compliance documentation and general inquiries; conducts research, coordinates, and independently prepares documentation for streamlined approval, in accordance with District policies, procedures and applicable laws.
- Responsible for revenue data accuracy, subject reporting and content auditing of databases relied upon by the Fire and Life Safety Section, including: Black Mountain, EPR, MobileEyes, and other data collection systems, as needed.
- Share responsibility to process, invoice and close District false alarm activity in a timely and efficient manner.
- Assist with District meetings and events when requested by the Section Chief.

### **Support Services Section**

- Closely monitor all District vehicles by maintaining a system that accurately tracks mileage, registration, warranty, maintenance, license, identification number, and other key data points; prepare monthly reports including Maintenance Utilization Reports and Master Vehicle List; prepare notifications and follow-up reminders that keep fleet current and in compliance with District policies, procedures and applicable laws.
- Administer the Fleet work-order tracking system and database; enter new vehicles and track modifications, repairs, and related expenses. Utilize EPR tracking software, upload supporting documentation, and distribute reports. Responsible for the accuracy and completeness of data.
- Create Requisitions and Purchase Orders, monitor and reconcile credit card purchases; obtain necessary approvals and document purchases appropriately for timely payment.
- Administer Fleet revenue programs by tracking repairs, manpower, and related parts; calculate and process billing and work orders; collect payment; prepare monthly reports and track revenue activity.
- Assists in processing, invoicing, and closing Districtwide customer false alarm activity in a timely and efficient manner.
- Order parts and track inventory of spare parts; manage inventory and order materials in bulk for Logistics, regularly communicate with vendors and track all purchases made by Support Services Section.
- Run errands and make deliveries with Department owned vehicle, as needed.

### **III. Supervisory Responsibilities:**

The Executive Assistant has no supervisory responsibilities.

### **IV. Hours of Work:**

Typically, a forty (40) hour workweek is assigned. However, the employee can be recalled from off-duty when urgent emergencies arise or directed by the Fire Chief.

The position is considered non-exempt under the provisions of the Fair Labor Standards Act (FLSA) and is provided benefits and incentives according to the District's Administrative Handbook.

### **V. Knowledge, Skills, and Abilities:**

To perform this job successfully, an individual must be able to demonstrate each essential duty satisfactorily. The following are representative of the knowledge, skill, and abilities required for the position. The District reserves the right to adjust duties, as needed.

- Proficient in Microsoft Word, Excel, Publisher, and PowerPoint and be able to learn new software
- Proficient in creating complex spreadsheets, documents and databases
- Possess strong analytical and problem-solving skills

- Demonstrate strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Possess knowledge of federal, state, local law, county ordinances, and Fire District governing documents
- Demonstrate the ability to handle highly confidential information, in both written and verbal format
- Possess the ability to effectively navigate the Internet for research purposes. Attends classes and seminars to improve abilities.
- Project a positive and professional image within the District, to other agencies, and the public.
- Possess the skill and demonstrate the ability to work cooperatively with others, build consensus and achieve organizational goals
- Demonstrate the ability to work both independently and as a member of a team, often with deadline pressures
- Demonstrate the ability to respond to common inquiries or complaints from employees, customers, regulatory agencies, or members of the business community
- Demonstrate the ability to exercise sound judgment in stressful situations
- Demonstrate effective communication skills and maintain the ability to address individual or group needs while meeting the goals of the organization
- Must be detail oriented, accurate and exercise sound judgement
- Have excellent interpersonal skills and the ability to communicate effectively orally and in writing
- Able to work effectively and collaboratively with staff, vendors and the public
- Able to multi-task, prioritize, and work well independently and as part of a team
- Able to use time productively and efficiently

## **VI. Qualifications**

The requirement of knowledge, skills, and abilities through education, training and experience are set by the District at the time of the opening and consistent with fire service standards and District expectations. The District reserves the right to adjust qualifications at any time, based on District needs, candidate pool or other considerations.

- Bachelor's degree in education, public administration or similar field is preferred, or equivalent combination of education, training and experience will be considered at the discretion of the District.
- Four (4) years of progressively responsible experience in office administration, or any equivalent combination of education, training, and experience is preferred.
- Proficient in use of information technology related systems and programs to include, but not limited to Microsoft Office (Word, Excel, Power Point, etc.) and other related programs and platforms
- Must possess and maintain a valid Florida Driver license, class "E" and a driving record which meets or exceeds minimum the District's driving standards

## **VII. Physical and Mental Requirements:**

The physical and mental demands described below are representative of those that must be met

by an employee to successfully perform the essential functions of this job.

- This individual is primarily subject to sedentary work involving extended periods of time at a keyboard or workstation; must be able to move freely around an office setting.
- Must be able to use the fingers to make small movements such as typing, writing, using a calculator, picking up small objects, or pinching fingers together.
- Must be able to lift files, open filing cabinets and bend or stand as necessary.
- Must be able to regularly exert up to 10 lbs. of force while bending, lifting and standing.
- Must be able to frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.
- Must be able to hear average or normal conversations and receive ordinary information.
- Frequent movements using the wrist, hands, and/or fingers are regularly required.
- Average, ordinary visual acuity necessary to prepare or inspect documents or products, or operate computer and office equipment is required.
- Must be able to operate a motor vehicle.

**VIII. Employment:**

Greater Naples Fire-Rescue District is an Equal Opportunity Employer. In compliance with the Americans with Disability Act (ADA), the Fire District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Greater Naples Fire-Rescue District reserves the right to change or modify job descriptions, including responsibilities, duties, and qualifications, at any time.

**IX. Employee Acknowledgement**

By signing this document, I acknowledge that I reviewed the job description and understand what is expected of me in this position. I understand the District may reassign Section assignments based on District needs. I attest that I am able to perform the essential job functions are outlined with or without any reasonable accommodations.

\_\_\_\_\_  
Employee's Signature and Date

\_\_\_\_\_  
Employee's Name (please print)

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Direct Manager's Signature and Date

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Direct Manager's Name (please print)