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| GREATER NAPLES FIRE RESCUE DISTRICT EXECUTIVE ASSISTANT |
| District Rank: Civilian |
| Direct Report: Chief of Staff |
| FLSA Consideration: Non-Exempt |
| Approved: J. Nolan Sapp, Fire Chief |
| Date: January 16, 2024 |
| Revised date: |

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. 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:

The following duties are normal for this position. 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.

- 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, conference and seminar registrations. Tracks and processes all education funding and travel requests.
- Schedules and prepares for meetings, workshops, 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.

- 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.
- Assists staff members with special projects as assigned.

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.

- 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. Requirements:

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.

- Associate's degree in business, education or public administration or related field is required. Bachelor's degree in similar field is preferred.
- Minimum (4) years of progressively responsible experience in office administration, or any equivalent combination of education, training, and experience
- 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.

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 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)

Direct Manager's Signature and Date

Direct Manager's Name (please print)