

NORTHSHORE FIRE DEPARTMENT

JOB DESCRIPTION

Title:	Administrative Coordinator	Number:	2430-A12
Division:	Administration	Effective Date:	March 07, 2018
FLSA Class:	Non-Exempt	Approved By:	Chief Torpin

JOB DESCRIPTION SUMMARY

Under the direction of the Human Resources Manager, the Administrative Coordinator provides general administrative support with a variety of specialized clerical activities and related tasks in support of Administration. The Administrative Coordinator will be responsible for answering incoming calls, directing calls to the appropriate person, and mail distribution. In addition to record keeping, this position performs duties such as assisting in special projects, filing, copying and data entry; Composes and edits routine written communication for internal and external audiences; Includes research and confidential administrative support to Administration; Provides excellent customer service to members of the public, vendors, and District staff; Coordinates scheduling of District facilities; May serve as Records Officer for the District.

Excellent administrative skills, independent judgment, collaboration, and strong attention to detail is required to plan, prioritize, organize and complete diversified workload.

Responsibilities have a significant impact on the department's operations and record keeping, legal filings and customer satisfaction.

ESSENTIAL FUNCTIONS

Essential functions will vary according to the work environment and may include, but are not limited to, the following:

Greet visitors in person and on the phone, assisting them in a prompt, accurate, and professional manner. Resolve problems and respond to inquiries regarding departmental procedures and services; receive and refer visitors; answer phones and responds to common questions, coordinate scheduling of District facilities and various other reception duties.

Provide clerical, project and event support as needed for Administrative staff. Includes preparing mail merges, spreadsheets, and databases; creating and maintaining files in accordance to the District's records retention system; copying, filing, composing, and proofreading routine correspondences and reports.

Prepare and/or assemble necessary materials for departmental meetings, including power point presentations, agendas, reports, information packets, invitations, and catering. Record and prepare minutes of meetings; maintain records of minutes.

Organize and maintain office operations including ordering supplies, receiving and maintaining office supply inventory, distributing incoming and outgoing mail and completing photocopy requests.

Provide individual administrative support for the Fire Chief and others. Includes assisting with correspondence and special projects; providing support for events; assisting with paperwork associated with day-to-day activities and other duties as assigned.

Update and maintain various departmental rosters, directories, email lists, databases and related records.

Receive and distribute petty cash and vendor checks; processes related documents and submit to Financial Specialist in a timely manner.

May serve as Records Officer for the District; includes responding to record requests promptly and updating records in accordance with record retention schedule laws and Washington State Record Management Guidelines as set forth by the Secretary of State Archive Office and the State of Washington; maintains database and file room for records, archiving as needed according to the records retention schedule.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- Proficient knowledge of computers and applicable computer software applications, including specific knowledge of Microsoft Outlook, Word, Excel, PowerPoint;
- Working knowledge of modern administrative office procedures, methods and equipment;
- Business letter writing and basic report preparation with proficient spelling and grammatical skills; certain duties require considerable creativity.

Skill in:

- Strong organizational and interpersonal skills;
- Strong attention to detail, working in a busy and sometimes stressful environment and changing priorities;
- Using initiative and independent judgment within established guidelines.

Ability to:

- Establish and maintain effective, cooperative working relationships with District employees, vendors, public and public officials and work effectively in a team environment;
- Conduct themselves in a professional manner as defined by District policy;
- Work independently with a high degree of reliability, accuracy, and productivity
- Respond timely to customer inquiries, complaints, concerns and needs and provide excellent customer service;
- Maintain confidentiality;
- Prioritize multiple projects; anticipate needs, and work effectively within deadlines;
- Understand, interpret and apply documents such as operating instructions, applicable policies, procedures, and safety rules;
- Adapt to changes in the work environment and to shifts in organizational philosophy and expectations;
- Communicate in English clearly and concisely, both orally and in writing;
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals;
- Learn laws in reference to the Washington State Records Retention Schedule set by the State Archivist;

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

EDUCATION/EXPERIENCE

Required:

- A high school diploma or equivalent AND at least three years of administrative experience with exposure to various business environments OR equivalent education/experience.

Preferred:

- Associates degree;
- Working knowledge of Microsoft Access and Publisher;
- Knowledge of records management practices and record retention techniques and principles.

CERTIFICATES AND LICENSES

A valid Washington State Driver's License is required.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear; use hands or fingers to handle and feel; and use the telephone and computer while communicating with internal and external clients. Requires manual dexterity and visual acuity to operate a personal computer and other standard office equipment. Employee will sit for several hours each day but will also need mobility and ability to stand and walk for periods of time, reach with hands and arms. Employee may need to lift up to 20 pounds on occasion. This position may require the employee to work under stressful conditions due to deadlines and time constraints.

WORK ENVIROMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work area is a typical office setting. The noise level in the work environment is usually moderate.

SPECIAL REQUIREMENTS

- Requires ability to pass a pre-employment drug screening examination and any subsequent testing.
- Requires ability to pass a comprehensive background check.
- Employee must be insurable under the District's existing vehicle and umbrella liability insurance carrier.