

CITY OF HELENA



Position Title: Administrative Coordinator

Department: Fire

Grade: 140

FLSA: Non-Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

Under general direction and independently, this position manages, plans and oversees all fiscal/administrative support and office services for the Fire Department; participates in departmental administrative decisions. Many job functions are complex, confidential and sensitive in nature; requiring advanced skills in organization, planning, budgeting and department operations and objectives.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

Administrative Functions

This position serves as the main administrative support for the department; answering calls, greeting guests, distributing mail and providing high level administrative support and assistance to the Fire Chief, Assistant Chiefs, and Fire Prevention Bureau staff. The incumbent also serves as the central, technical point of contact between the department and Information Technology Department, and serves as front line computer support. The position coordinates or assists in coordinating department programs, seminars, workshops, travel arrangements, special projects and/or events and may supervise program/project development and planning as requested. Additionally, the incumbent oversees and provides specialized reports, correspondence and database management; develops and implements reporting procedures; oversees maintenance of the department's records and inventories; and is responsible for the upkeep of the Fire Department web pages.

The position is responsible for overseeing, coordinating, maintaining, processing and balancing the department's timesheets for submission to payroll.

Fiscal Responsibilities

This position assists in development and monitors the department budget with input from department staff on office needs and monitors throughout the year processing deposits and payments correctly allocated/charged to the appropriate funds; and reviews, reconciles and evaluates monthly ledgers, budgets and reports for department accounts. The incumbent also assists with grant applications, monitors grant activities, administers grant funds and assists with final grant compliance requirements.

Unique Department duties

This position manages the Respiratory Fit Testing Program; is responsible for organizing and scheduling all lab-blood work and physical examinations; acts as the liaison with the physicians/medical office performing such work; administers the Fit Testing procedure on all department members to insure compliance with NFPA and OSHA standards; and maintains all respiratory fitness records. The incumbent manages the Fire Department incident reporting and records management systems; reviews licensed agent report for City systems (sprinkler, fire alarm, hood, etc) and maintains related databases; assists department Medical Director and Training Officer in all aspects of license recertification (department and individual); and manages the issuance of all department uniforms including sizing, ordering, issuing and recording. Position may research new items and/or suppliers when needed and maintains supplier contacts.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Advanced preparation and procedures for budgeting, accounting, cost control and administration
- Principles and practices of fiscal, statistical and administrative data collection and report preparation.
- Effective management and organizational practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Modern office procedures, methods, equipment and software such as Word, Excel, Access, PowerPoint and other relevant software.
- Internet based systems, existing/emerging technology that are or could be used by the department
- Administrative management principles
- Principles and practices of business letter writing.

Skill or ability to:

- Type and enter data at a speed and accuracy necessary for successful job performance; and communicate clearly and concisely, both orally and in writing.
- Perform responsible and difficult financial and administrative work involving the use of independent judgment and personal initiative.
- Prepare and administer large and complex budgets and allocate limited resources in a cost effective manner.
- Research, compile, analyze, interpret and prepare a variety of administrative, statistical and financial reports in a clear, concise manner
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Utilize/learn internet-based systems, existing and emerging technology that are/could be used by the department, and act as liaison and support between department and support personnel
- Establish and maintain positive working relationships with those contacted in the course of work, often under difficult circumstances; work cooperatively with other departments, City officials, internal members, outside agencies and the public.
- Analyze, develop, establish and maintain efficient office work flow and administrative processes.
- Maintain confidentiality of sensitive personal and operational information.

Physical Demands:

Ability to work in a standard office environment with ability to travel to different locations. Ability to see, hear, and speak to interact with public and city staff. Involves work of a general office nature usually performed sitting or standing.

Minimum Qualifications (Education, Experience and Training):

This position requires a minimum of high school graduation or equivalent supplemented by specialized training and coursework in management or business administration, accounting, office management or other related field and at least five years of increasingly responsible administrative/office management, accounting, office management or related experience. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Supervision Received:

Supervised by Fire Chief

Supervision Exercised:

None

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.