

City of Fernandina Beach
Job Description


City Manager's/Signature
5/4/16
Date

Title: Administrative Coordinator
Department: Fire
FLSA Status: Exempt
Reports To: Fire Chief
Pay Grade: 131

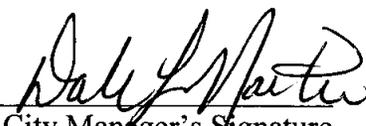
Minimum Qualifications

- A. Education and Experience:
Graduation from an accredited college or university with a two-year degree that includes course work in public or business administration and three years of responsible local government administrative experience. A comparable amount of training, education or experience can be substituted for the minimum qualifications.
- B. Certifications:
Valid Driver's License required.
Notary Public preferred.
Certified Administrative Professional (CAP) certification preferred.
- C. Knowledge, Abilities, and Skills:
Must possess strong analytical, critical, and creative thinking skills; strong project management and organizational skills. Knowledge of modern principles of business administration and management and their application to governmental affairs; knowledge of the overall function, responsibilities, and services rendered by the Fire Department as well as the City. Must have excellent interpersonal skills and a strong customer service orientation. Ability to communicate effectively, both orally and in writing. Knowledge of business English, spelling, and arithmetic. Thorough knowledge of computers and relevant software; proficiency in Microsoft Office Suite required. Must be able to type at least 35 correct words per minute. Skill in accounting and administrative practices; ability to use all departmental software programs. Knowledge of records management, storage and retention. Ability to maintain security and confidentiality of information and resources; ability to exercise judgment and discretion in applying and interpreting policies and procedures. Ability to coordinate activities and assignments effectively. Ability to promote positive public relations with citizens and visitors. Knowledge of, or ability to learn, emergency management functions and the National Incident Management System.

General Description

This is responsible, confidential administrative and staff support work of a complex nature supporting the functions and operations of the Fire Department. May be required to work occasionally after-hours, weekends and holidays.

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Essential Functions

1. Assists the Fire Chief as directed. Maintains the Fire Chief's calendar; makes travel arrangements as needed.
2. Greets and assists visitors and staff in a professional and hospitable manner; provides information as requested; resolves citizen inquiries and complaints.
3. Provides Notary Public services as requested.
4. Schedules station tours and special events; promotes events and programs as assigned.
5. Serves as Fire Department historian.
6. With minimal direction, plans, initiates, and carries to completion various administrative assignments. Prepares reports and documents; researches and maintains records and files.
7. Analyzes, develops, and coordinates methods and procedural improvements to foster greater productivity.
8. Responsible for preparation of fire reports, EMS reports, and billing; serves as point of contact with medical billing company.
9. Provides fire/EMS reports as requested while following HIPPA regulations.
10. Assigns property addresses within city limits; handles issues related to this.
11. Responsible for the approval of Knox Box applications.
12. Assists in the preparation of the Emergency Disaster Preparedness and Response Plan.
13. Maintains department union contracts, operating guidelines, and policies; assists Fire Chief with administration of labor agreement.
14. Assists Fire Chief with preparation of annual budget. Monitors all aspects of the Fire budget.
15. Responsible for processing purchase orders. Establishes monthly blanket purchase orders and tracks usage.
16. Reviews invoices, receiving tickets, and purchase orders for accuracy.
17. Prepares requests for proposals (RFP) as directed. Compiles bid specifications, researches and develops specifications.
18. Orders office supplies, equipment, uniforms, fire prevention materials, and cleaning supplies.
19. Responsible for reviewing and tracking invoices and receiving tickets; responsible for cost accounting of materials chargeable to other City departments.
20. Verifies employee time records and prepares department payroll.
21. Processes Personnel-Payroll Action forms, evaluations, and tracks employees' accrued leave usage.
22. Assists Chief with research or special projects.
23. Keeps up-to-date on information and technology affecting functional areas to increase innovation and ensure compliance.

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- 24. Attends and participates in meetings as required.
- 25. Performs other duties as assigned.

Essential Physical Skills

Acceptable eyesight, hearing (with or without correction), ability to communicate both orally and in writing, moderate lifting and carrying (up to 25 lbs.), reaching, walking, sitting, standing, and bending. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Environmental Conditions

Works inside in an office environment.

Key Competencies: Integrity, Initiative, Confidentiality, Judgment, Attention to Detail, Organizational skills, Interpersonal skills, Communication (oral and written)