

TITLE: Fire Administrative Coordinator

FD-EMS/17-147

DEPARTMENT: Fire-EMS, Fayette County

JOB SUMMARY: This position provides administrative support for the headquarters office of the Fire and Emergency Service Department.

MAJOR DUTIES:

- o Makes travel arrangements; writes policies and procedures for clerical staff; handles confidential information; attends staff meetings.
- o Compiles all budget data from staff to enter and complete yearly budget process; monitors budget expenditures on a daily basis and provides managers with up-to-date information.
- o Supervises payroll process; insures accuracy and completeness of information; prepares payroll change forms.
- o Assigns work to the Administrative Secretary; trains and reviews work of administrative support staff in the Department.
- o Responds to Human Resources Department requests to resolve problems or provide information; processes FMLA documentation, Workers' Compensation documents, and state separation notices.
- o Responds and resolves problems for department personnel regarding medical insurance, dental and vision reimbursement plans, salary, or payroll.
- o Processes accounts payable; codes invoices to appropriate budget categories; checks for discrepancies; reviews statements; resolve problems with vendors as needed.
- o Processes or supervises the processing of purchase requisitions for purchase of goods and services for entire department.
- o Maintains and oversees confidential personnel files for the department.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the principles and practices of records management.
- o Knowledge of modern office practices and procedures.
- o Knowledge of computers and job related software programs.

- o Knowledge of county and department payroll procedures.
- o Skill in public and interpersonal relations.
- o Skill in the use of fax machine, scanner, copy machine and other office equipment.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Public Safety Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include the County Policy and Procedure Manual, state guidelines for termination forms, and state firefighter regulations. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related administrative duties. The need to perform different tasks simultaneously contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to provide administrative support for the work of the department. Success in this position contributes to the efficiency and effectiveness of department operations.

PERSONAL CONTACTS: Contacts are typically with members of the general public, other county employees, vendors, and representatives of other governments or organizations.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, or crouching. The employee occasionally lifts light and heavy objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Administrative Secretary (1).

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification

within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education or GED.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.