

**EXECUTIVE ASSISTANT TO THE FIRE CHIEF  
ADMINISTRATIVE ASSISTANT IV  
RANGE 28 (Non-exempt)**

**JOB SUMMARY:** The Executive Assistant to the Fire Chief must be outcome-oriented and possess excellent customer service skills. The Executive Assistant must be able to work in a fast paced environment with a strong attention to detail. This is a full-time position working Monday through Friday, 8:00am to 4:00pm. The duties will be performed at the Ewing-Perryman Fire Station. This position reports the Fire Chief.

**MAJOR RESPONSIBILITIES/ACTIVITIES:**

- Ability to juggle multiple projects with superb accuracy.
- Strong administrative skills.
- Exceptional customer service skills, over the phone and in person, with our citizens and internal departments.
- Strong sense of urgency and problem solving skills.
- Perform general office duties such as typing, bookkeeping, flow of correspondence, filing, requisition of supplies, etc...
- Ensure proper coding on requisitions and purchase orders for the department.
- Provide assistance with research and cost comparisons for products and services to maintain cost effectiveness and quality.
- Maintain master calendar of in-house meetings and training schedules.
- Coordinate materials for meetings and training sessions and other activities of the department.
- Provide ongoing meeting support such as scheduling conference rooms, arranging for meals and/or other logistics.

**ADDITIONAL RESPONSIBILITIES/ACTIVITIES:**

- Respond to staff requests for administrative support as needed.
- Extremely organized with strong multi-tasking and time-management skills.
- Must handle sensitive information with the highest degree of integrity and confidentiality.
- Ability to travel on a limited, as-needed, basis.
- Demonstrate professionalism at all times.
- Perform other related duties as requested.

**MINIMUM AND PREFERRED REQUIREMENTS:**

- High School diploma or GED required; Associates' or Bachelors' degree preferred.
- Demonstrated administrative experience with increased responsibilities preferred.
- Must be computer savvy and proficient in Microsoft Excel and Outlook
- Excellent written and verbal communication skills