

ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

PURPOSE AND SCOPE:

Buda Fire Department employees are engaged for the purpose of providing fire suppression, emergency medical and prevention services within the boundaries of Hays County Emergency Services District # 2 (EMS) and Hays County Emergency Services District #8 (FIRE). Employees are responsible for servicing and maintaining all the physical assets of the Districts, including performing duties that make it possible for the firefighters and medical personnel to devote their time to training and responding to emergency incidents.

BRIEF DESCRIPTION:

The purpose of this position is to complete routine administrative and accounting operations for the Buda Fire Department / Hays County Emergency Services District #8. This is accomplished by processing payroll, accounts payable and accounts receivable, general clerical duties, providing customer service, preparing correspondence and reports, maintaining office supplies, maintaining filing systems, maintaining the department website and answering requests for records.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

Code	Essential Functions
S	Performs general office duties by answering the phone and referring callers, greeting visitors, preparing correspondence, completing reports, entering data, making copies, ordering office

	supplies, scheduling appointments and maintaining office equipment.
S	FISCAL – Buda Fire Department / ESD # 8 Co-manage budget and spending process with ESD & EMS Board Treasurer Monitor day to day spending Accounts Receivable/payable-reviews invoices, enters invoices, print checks, make journal entries for payment and ensuring checks are sent to vendors. Annual Audit Preparation Post checks and invoices
S	LIAISON WITH ESD # 2 BOARD Administrative management: prepare meeting notices per Texas Open Meeting Act, ESD communications as assigned Obtain check signatures Special projects for ESD Board – research, letters and reports Distribute ESD meeting packets Attend all ESD Board meetings
S	HUMAN RESOURCES Maintain ESD and Department member records Management of insurance – liability, health, workers comp., property, dental, life, disability, etc. Calculate and maintain time and pay records, sick leave, vacation time, overtime etc.
S	Maintains the fire department website by updating with documentation received from the Administration and loading digital images to the site. Proficient in Word Press or other website management programs.
S	Maintains materials by preparing reports and maintaining employee files.
S	PUBLIC INFORMATION REQUEST Maintains and Assist with responding to Request for Public Information per the Texas Public Information Act.
S	Assist with other duties as assigned by supervisor

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Bachelor's Degree in business, Accounting or other related field.

	Work requires broad knowledge in a general professional or technical field.
Experience	Five years with proficient experience with QuickBooks or comparable accounting software and typing skills of at least 60 words per minute.
Certifications	Completion of the Texas Open Meetings Act Training Course Completion of the Texas Public Information Act Training Course
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations.
Freedom to Act	Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. The assignment may be reviewed upon completion. Performance is reviewed periodically.
Technical Skills	
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Class C Texas Driver's License

OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible	Exerting up to 20 lbs. occasionally,	Exerting 20-50 lbs. occasionally,	Exerting 50-100 lbs. occasionally,	Exerting over 100 lbs. occasionally,

weights frequently; sitting most of the time.	10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	10-25 lbs. frequently, or up to 10 lbs. constantly.	10-25 lbs. frequently, or up to 10-20 lbs. constantly.	50-100 lbs. frequently, or up to 20-50 lbs. constantly.
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PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	- Frequency-	-Brief Description-
Standing	O	Communicating with co-workers
Sitting	C	Desk work, meetings
Walking	O	To other departments/offices/office equipment
Lifting	O	Files
Carrying	O	Files
Pushing/Pulling	O	Filing in lower drawers
Reaching	O	For files
Handling	C	Paperwork, monies
Fine Dexterity	C	Computer keyboard, calculator
Kneeling	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crouching	O	Filing in lower drawers, retrieving items from lower shelves/the ground
Crawling	N	
Bending	R	Filing in lower drawers, retrieving items from lower shelves/the ground
Twisting	F	From computer to telephone
Climbing	N	
Balancing	N	
Vision	C	Reading, computer screen
Hearing	C	Communicating with co-workers and public and on telephone

Talking	C	Communicating with co-workers and public and on telephone
Foot Controls	N	
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computer, printer, and related software, telephone, copier, fax machine.

ENVIRONMENTAL FACTORS:

C Continu- ously	F Freq- uently	O Occas- ionally	R Rare- ly	N Never
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D Daily	W Sever- al Times Per Week	M Sever- al Times Per Month	S Seas- onally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F

Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and find it to be an accurate representation of the demands of the position.

Signature of Applicant

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.