

**Tisbury Fire Department, Emergency Management and Emergency Medical Services
Shared Administrative Secretary**

DEFINITION

Position is responsible for performing secretarial and administrative work to support the activities and operations of the Fire Department, Emergency Management, and Emergency Medical Services.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Answers all incoming calls in professional and polite manner; answers routine questions and forwards call to appropriate person in office.
- Keeps track of all expenditures and processes all invoices for payment to suppliers.
- Maintains database of expenditures from the budget by account number, statistics and assists in compiling information for annual budget. Creates reports when needed.
- Maintains office filing system.
- Ensures scheduling arrangements
- Prepares departmental correspondence as needed by the Chief, Director or Supervisor, including but not limited to reports regarding complaints, incidents, letters, routine correspondence, weekly and monthly reports and daily work log.
- Communicates with EMS billing company.
- Assists vendors and public with information, explaining rules and regulations related to the Fire Inspections and Regulations. Makes appropriate referrals regarding all aspects of the town municipality.
- Makes reservations for vehicles and trucks on behalf of the Fire Department, Emergency Medical Service and EMD and prepares voucher request for processing. Maintains records related to departments operations and vehicle maintenance schedule.
- Prepares Fire, EMS and EMD payroll.
- Prepares and attends necessary meetings as required by supervisor.
- Assists with Fire, EMS and EMD Grant projects and Warrant articles when required.
- Data entry as related to personnel files.
- Performs similar or related work as required.

SUPERVISION RECEIVED

Under general supervision. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor(s) provide additional, specific instruction for new, difficult, or unusual assignments, including suggested work methods. The employee refers unusual situations to the supervisor for advice and further instructions.

ACCOUNTABILITY

The nature of work assures that errors are usually detected in succeeding operations. Consequences of errors: missed deadlines or poor judgment may include time loss caused by back checking by others and slowdowns in the processing of the work. Errors are generally confined to a single department, such as billing or accounting errors and/or failure to check a subordinate's performance.

JUDGMENT

The work is well defined or has detailed rules, instructions, and procedures. Judgment involves choosing the appropriate practices, procedures, regulations, or guidelines to apply in each case.

COMPLEXITY

The work consists of simple, routine, or repetitive tasks and/or operations with few variations in well-known or established procedures.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

CONFIDENTIALITY

Employee has access to confidential information in the performance of their duties.

EDUCATION AND EXPERIENCE

High School diploma or equivalent, with secretarial and business courses preferred, and up to one year of experience in a responsible secretarial position, preferably in a municipal setting or related setting, or any equivalent combination of education and experience.

Special Requirements: Driver's License preferred.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Knowledge of municipal accounting procedures for payroll, budgeting and expense vouchers and related recordkeeping. Knowledge of the principles of office management and the ability to apply principles to department operations. Knowledge of department operations and functions.

Abilities: Ability to maintain detailed records and to prepare reports from same. Ability to work

with field personnel.

Skills: Customer service skills. Word processing and data entry skills. Excel and/or Microsoft Access, MUNIS preferred, Microsoft word. Accounts Receivable, Accounts Payable and Payroll.

WORK ENVIRONMENT

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Incumbent may be required to work beyond normal business hours in response to emergency situations or to attend evening meetings.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes and ability to view a computer monitor.

John W. Grande
Personnel Director

Date

Union

Local president

Date