

FIRE ADMINISTRATIVE ANALYST

PURPOSE

To provide administrative support in the fire department environment including management of records; office management; reception; research; budget preparation; document preparation; project management; and supervision.

WORKING CONDITIONS

Work is conducted primarily in an office setting. It includes pressure generated by frequent interruptions, deadlines, complaints and volumes of work. Conditions may include occasional attendance at meetings which are conducted in the evening. May also include occasional weekend or irregular hours.

PHYSICAL DEMANDS

Work may include prolonged sitting, as well as moderate lifting up to 25 lbs., carrying files/supplies, grasping, reaching, stooping, pulling and pushing activities; manual dexterity; clear speech, visual and hearing acuity, along with attention to detail.

DISTINGUISHING CHARACTERISTICS

Mid-management position. This is the primary administrative managerial position in the fire department environment, reporting directly to the Fire Chief. It requires a considerable degree of initiative, independent judgment and tact in dealing with confidential and sensitive matters. Exercises full supervisory responsibility for the work of technical and clerical positions.

ESSENTIAL JOB FUNCTIONS - Duties may include, but are not limited to, the following:

Plan, coordinate, supervise and review the work of departmental personnel assigned to fire department administrative support activities. Act as a custodian of records. Monitor and oversee the release of information/public records related to fire incidents, reports and litigation matters, in accordance with all relevant federal, state and local laws.

Coordinate with other City departments and governmental agencies in the processing of a wide variety of documents.

Coordinate, monitor, prepare and process payroll and personnel transactions for department personnel.

ESSENTIAL JOB FUNCTIONS – continued

Perform administrative office management duties including maintaining departmental calendars and appointment schedules; arranging meetings and training sessions; distributing mail; monitoring and ordering office supplies; ensuring maintenance and repair of office equipment including copiers, computers and telephone systems.

Initiate and maintain a variety of manual and computerized filing and record keeping systems; gather or trace information for preparation of periodic statistical, financial and operational reports. Maintain manuals and update resource materials.

Participate and assist in the administration of the department budget; prepare budget reports, compile information for annual budget requests; secure cost bids and make budget recommendations; monitor and control expenditures.

Operate a variety of standard office technology including computers, cloud-based storage, printers, and multifunction devices (e.g., scanning and copying), and communication tools and mobile devices. Proficient in using software, including word processing, spreadsheets, databases, file management systems, and communication radios.

Answer multi-line telephone and receive visitors; evaluate needs and direct callers. Respond to inquiries and resolve complaints regarding a wide range of issues related to departmental operations.

Provide basic research assistance on a variety of administrative issues; participate in conducting surveys and studies by gathering, compiling, tabulating and reporting data.

Compose and prepare a wide variety of written documents including confidential and sensitive memos and correspondence, staff reports, resolutions, contracts, agreements, charts, tables, spreadsheets and press releases. Edit written documents prepared by other departmental personnel for correct format, English usage, grammar, spelling and punctuation.

Recommend organizational and procedural changes affecting the administrative activities of the department.

Make every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public.

Perform related duties as assigned.

Serve as Clerk to the Dixon Fire Protection District Board; prepare agenda, take minutes, develop and prepare resolutions/ordinances, and adhere to proper notice requirements.

OTHER JOB FUNCTIONS

Serve as department representative at a variety of interdepartmental and/or public meetings. May take notes and transcribe into finished document.

DESIRABLE QUALIFICATIONS

Knowledge and Abilities:

Knowledge of the principles, procedures, methods, laws and regulations governing public safety records and evidence management; of modern office practices, procedures and equipment including computer hardware and software and transcription equipment; of correct business correspondence formats, correct English usage, spelling, grammar and punctuation; of filing and indexing and cross referencing methods; of basic record keeping and accounting practices; of basic research methods; of principles of supervision, training and evaluation.

Ability to type at a minimum of 50 words per minute with accuracy; to work independently while effectively organizing, prioritizing, and coordinating tasks; supervise, train and evaluate assigned personnel; to analyze situations accurately and adopt effective courses of action; to work efficiently under pressure and with frequent interruptions; to prepare clear and concise written documents; to compile and maintain accurate records; to perform moderately complex business math calculations; to interpret and apply relevant laws, policies, and procedures; to communicate clearly and concisely, both orally and in writing; and to build and maintain positive working relationships with individuals at all levels.

Education and Experience:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Possession of a Bachelor's Degree in Public Administration, Business Administration, Accounting, or a related field.

Or

Public sector-related experience can be substituted for education on a year for year basis.

Experience:

Five (5) years of increasingly responsible clerical and administrative experience, or Four (4) years preferably in a government setting and some supervisory experience.

Other Requirements:

Ability to type with sufficient speed and accuracy to meet the needs of the department (minimum speed 50 wpm).

Selected positions require possession of a valid California Driver's License and a satisfactory driving record as a condition of initial and continued employment.

Possession of or ability to obtain California Fire Chiefs Association Professional Recognition Program Certification Level I and Level II is desirable.