

## Fire Department Administrative Assistant

### Job Description

**ABOUT US:** Elephant Butte Fire and Rescue (EBFD) is more than just a Fire Department. We are a family of unique individuals committed to our purpose, values, one another, and community. EBFD accomplishes this by constantly finding ways to create new value, and new opportunities while focusing on Serving Our Community. Protecting lives and property since 1969 and as an incorporated entity since 1998

Our values are simple: integrity, quality, safety, professionalism, commitment.

#### Benefits:

- Health, Life, Dental and Vision Insurance
- Public Employees Retirement Association Plan
- Paid Holidays
- Paid Time Off (PTO)

**RESPONSIBILITIES:** Under the general supervision of the Fire Chief, performs highly responsible administrative functions for the Chief, including receiving important and complex administrative assignments and projects, which require a broad knowledge of municipal fire department policies, procedures and operations. General job responsibilities are listed below:

- Responsible for office reception functions including greeting all visitors and staff
- Follow city fire department operations, routines and processes readily
- Conduct firefighter compensation and hour tracking functions as assigned
- Conduct billing, and accounts payable functions as assigned
- Provide general administrative support for Chief Officers and staff
- Process mail receipt and distribution activities and respond to routine correspondence
- Create, type, and distribute internal and external correspondence
- Coordinate office schedules, meetings, conferences, and appointments
- Order office supplies and assist in upkeep of office equipment
- Organize and schedule social occasions for the office
- Maintain various types of records
- Assist in completing special reporting and licensing requirements
- Assist in compiling contracts, proposals, and job packets
- Complete special projects as required
- Offer suggestions and solutions on improving efficiency of general office procedures
- Performs other duties as required or assigned.
- The above information on this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed or to be interpreted as a comprehensive inventory of all duties and responsibilities required of all employees assigned to this job.