



CLASS SPECIFICATION

Class Code: 19076
Date Est: 07/2025
Last Rev:
Last Title Chg:
FLSA: Non-exempt
Probation: 12 Months

EXECUTIVE ASSISTANT

DEFINITION

Under the general direction of the Fire Chief, plans, organizes, and directs the programs in the district's administrative division. Provides executive-level administrative support to the Fire Chief, Deputy Chiefs, and Board of Fire Commissioners. Manages confidential and administrative operations of the Truckee Meadows Fire Protection District and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in fire administration, business administration, political science or a closely related field AND three years full-time office management which includes 2 years administrative supervision involving the development, evaluation, and revision of programs, organizations, methods, and procedures **OR** an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

Exercises direct supervision over technical, support or clerical staff.

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Serve as primary administrative and staff support for the Fire Chief and Deputy Chiefs by performing a wide variety of specialized office management, administrative, and fiscal support assignments to maintain the efficient operation of the District Office. Serve as liaison with the Fire Chief and Deputy Chiefs to other departments and agencies; respond to public and staff inquiries to provide information or resolve problems.

Manage the scheduling of items for the Board of Fire Commissioners Agenda to include preparing and writing staff reports, ensuring public and staff presentations to the Commission are accurate and comprehensible, and coordinating and consulting with the Fire Commissioners and District Attorney staff on the Board of Fire Commissioner agenda.

Prepare and schedule public notices for Board of Fire Commissioners meetings and gatherings, maintaining awareness of events and meetings that require compliance with Open Meeting laws.

Prepare correspondence, informational materials, reports, standard and master documents; maintain a variety of files and records (computerized and manual), updating files and databases and generating computer reports as necessary for effective operations; assist in designing and producing technical information; copy, disseminate, and post documents and information as appropriate for public and internal use per federal, state, and local laws, County Codes, policies, and regulations.

Confer with the Fire Chief/Commissioners on administrative problems and procedures, including participation in strategic and long-term planning and establishing goals; evaluating office operations, reviewing work methods and procedures; developing changes to work processes, workflow, process improvement and/or equipment used; making recommendations for resolution to ensure efficient operations.

Serve as primary resource for information regarding policies, procedures and operations of assigned areas, handle inquiries on the telephone and in person, provide information, resolve complaints, interpret laws, regulations, policies and procedures regarding the release of information to ensure that operations are in legal compliance.

Participate in collective bargaining assessment, strategy and preparation; identify issues for inclusion in the District proposal; conduct data analysis to determine and support County bargaining positions; participate in bargaining planning sessions and provide support to the District's designated negotiator during the collective bargaining process by researching and compiling information on salaries, human resources practices and related issues; prepare, proofread and provide input on contract proposals.

Manage special projects, assignments, and activities by coordinating the activities of involved staff, collecting and analyzing information to write or produce reports that present and interpret data, identify alternatives, and provide recommendations for change.

Monitor the approved district budget/expenditures during the fiscal year, working directly with the Deputy Fire Chiefs to maintain and track a variety of fiscal and budget control documents and reports. Formulate and provide continuous review and control to ensure funds are spent in compliance with laws, guidance, and directives.

Administer and Manage contracts and agreements with other agencies, vendors, and professional personnel, ensuring compliance with District regulations and policies and procedures.

Coordinate and oversee assigned services and activities with other programs, divisions, outside agencies/organizations and others to ensure compliance with relevant local, state and federal guidelines.

Supervise assigned staff, which includes staff selection, assigning, scheduling, and reviewing work, providing training in proper work methods and procedures, professional development, coaching and mentoring, performance evaluation and implementing discipline and conflict resolution procedures when necessary

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of:

Principles of general management, supervision and training,

District practices, policies and procedures.

Federal, state and local laws, statutes, codes, regulations and standards pertaining to the District.

Nevada Revised Statutes (NRS), County code, ordinances, policies, and procedures related to the responsibilities, functions, and operations of the Truckee Meadows Fire Protection District and Board of Fire Commissioners.

Terms and acronyms commonly used by the District.

Management Information Systems and software programs specific to the District.

Ability to:

Effectively supervise and evaluate the performance of assigned staff

Plan, coordinate, and direct administrative operations to accomplish established goals and objectives and optimize efficiency.

Effectively represent the programs, operations and functions in the area of assignment to the public, District staff and other governmental agencies.

Respond to requests and inquiries from the public and TMFPD personnel related to the policies and procedures of assigned function.

Provide explanations, information, answer questions and make recommendations for action in a manner that does not intimidate or provoke others.

Prepare agendas for Board of Fire Commissioners' meetings in compliance with Nevada Open Meeting Law.

Organizational structure and operation of the District and of outside agencies as necessary.

Principles of public and/or business administration.

Entry Level (Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)

Knowledge of:

Office management and administrative practices, techniques, and methods

Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Methods and techniques of administrative data collection and report preparation.

Modern office practices, methods, and equipment, including personal computers and software applications.

Principles and practices of general management, supervision and training.

Ability to:

Supervise and mentor personnel, including training, assigning and reviewing work, administering discipline, and conducting performance evaluations.

Read, interpret, apply and explain pertinent laws, statutes, codes, regulations and standards including administrative and departmental policies and procedures

Plan and organize work to meet schedules and timelines.

Evaluate operations, including work procedures and processes, to determine their effectiveness and efficiency; develop, recommend, and implement operational alternatives.

Research, compile, tabulate, analyze and interpret data and information.

Work cooperatively and collaboratively with District staff, other County departments, outside agencies and boards, management and the general public.

Work with initiative and independence, exercising good judgment within the scope of authority.

Write administrative summaries, staff reports and other documents.

Communicate in a clear, concise manner, both orally and in writing.

Act with integrity; exercise appropriate discretion and maintain confidentiality of information

Establish, foster and maintain effective and collaborative working relationships with those contacted in the course of work.

Use personal computers and software applications.

SPECIAL REQUIREMENTS (Essential duties require the following physical skills and work environment.)

Ability to work in a standard office environment. Ability to use office equipment including computers, telephones, calculators, copiers, and fax machines. Ability to lift and carry up to 25 lbs.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards