



CLASS SPECIFICATION

Class Code: 19076
Date Est: 08/2021
Last Rev:
Last Title Chg:
FLSA: Non-exempt
Probation: 12 Months

EXECUTIVE ASSISTANT

DEFINITION

Under direction, performs a variety of office management and administrative services in the coordination and organization of daily activities and management of the administrative and operations divisions 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 public administration, business administration, political science or a closely related field AND two years full time administrative experience involving the development, evaluation and revision of programs, organizations, methods and procedures an equivalent combination of training and experience; 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

May exercise direct supervision over 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 staff support for the Fire Chief and Deputy Chief by performing a wide variety of specialized office management, administrative, and fiscal support assignments to maintain the efficient operation of the District Office.

Write staff reports and review material to determine that it is properly prepared for public presentation; provide others with advice on revisions/rewrites to agenda items to assure compliance with Nevada Open Meeting Law.

Coordinate scheduling for Board of Fire Commissioners meetings; prepare board packets; prepare and post agendas in accordance with Nevada's Open Meeting laws.

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

Prepare correspondence, informational materials and documents; maintain a variety of files and records (computerized and manual), updating files and databases and generating computer reports as necessary for effective operations.

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

Act as liaison with Fire Chief and Deputy Chief to other departments and agencies; respond to public and staff inquiries to provide information or resolve problems.

Perform a variety of administrative duties for management to include coordination of purchases, billing, contract administration, payment tracking; represent management/administration at meetings or other venues as assigned.

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 that includes participation in staff selection; training in proper work methods and techniques; assignment and review of work; performance evaluations; 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:

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:

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 makes 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.

Select, supervise and evaluate the performance of assigned staff.

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

Knowledge of:

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:

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