

**Town of Natick  
Job Description**

<b>Position Title:</b>	Executive Assistant to the Fire Chief	<b>Grade Level:</b>	2
<b>Department</b>	Fire	<b>FLSA Status</b>	Exempt
<b>Reports to:</b>	Fire Chief		

**Supervision Required:** The employee works under the general guidance and direction of a Town Administrator and Deputy Town Administrators, referring to superiors only in those matters regarding policy interpretation or the determination of standard practice. Control is in the nature of board and administrative policies, existing laws and regulations. Incumbent is expected to cope with unusual situations and resolve them.

**Supervisory Responsibility:** The employee exercises full supervisory responsibilities over a small clerical support staff, making assignments, evaluating performance and training them. All work on the same shift and at the same location.

While work is planned, priorities change frequently calling upon the employee to re-program work. Office operations are subject to frequent, abrupt and unexpected changes in deadlines and volume, many of which are unpredictable.

**Accountability:** Errors and omissions in work could result in adverse public relations, missed deadlines, and legal repercussions.

**Judgment:** Work requires examining, analyzing and evaluation facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents, which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions.

**Complexity:** Work at this level involves different and normally unrelated processes and methods. The nature of the work is such that the determination of necessary steps and the sequence of their performance is a major part of the overall responsibility. While guideline do exist, they often do not cover all situations encountered, calling upon the incumbent to exercise ingenuity and creativity to achieve goals.

**Confidentiality:** Individual judgment and the application of professional knowledge and experience are required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

**Work Environment:** Work is carried out in a very busy office and, while it is mainly sedentary in nature, it does require much sitting, standing and walking. Interruptions are numerous, ranging from phone calls to in-person visits, responding to inquires and information needs. Because the office is busy, it is also susceptible to noise. Stress is present in this work due to the need to

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achieve work objectives while attending to the interruptions noted.

**Nature and Purpose of Contacts:** Employee is expected to meet and deal with high standing private and public officials and be able to provide assistance to them in their diverse needs. Other contacts are with Town officials for the purpose of transacting Town business. Still other contacts are with attorneys, the press and other media, and representatives of Federal and State agencies for the purpose of giving and exchanging important information. Finally, contacts with fellow workers and with citizens are numerous, in which incumbent is called upon to provide assistance and information.

**Occupational Risks:** Duties generally do not present occupational risk. However, if an employee fails to properly follow safety precautions and procedures, it could result in a minor injury.

**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.*

- Provides highly responsible confidential Administrative support for the Fire Chief
- Payroll preparation, including retroactive pays pursuant to contract negotiations
- Civil Service maintenance
- Budget preparation and monitoring for the Fire Chief
- Staffing sheet maintenance
- Weekly accounts payable
- Monthly reports to Selectmen
- Monthly detail billing invoices
- Database maintenance and development; Generating and maintaining reports
- Employee maintenance of any pay changes (step raises, promotions, longevity increases, vacation increases, etc...)
- Monthly Department deposits of funds received
- Process all retirements and buyouts

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- Process and maintain all reimbursements such as, but not limited to, education, hazmat and Mass Pike
- Process and maintain employee files, coordinating with Town HR
- Maintain and monitor the ambulance budget for the Administrative Deputy.
- Maintain and monitor the SAFE and Senior SAFE grants for Fire Prevention.
- Assist any and all visitors at the Fire Station

### **Recommended Minimum Qualifications:**

**Education and Experience:** or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- In addition to special training, incumbent should have served in progressively responsible secretarial work in an office setting for at least five (5) years. Work experience should include taking meeting minutes, office management and computer operations.
- Candidate should have a minimum of a High School Diploma/GED.

### **Knowledge, Abilities and Skill**

#### **Knowledge:**

- Extensive knowledge of office management and secretarial principles and practices, including computer operations.
- Extensive knowledge of Town By-Laws and regulations, policies, programs and operations of the Town government in order to perform diverse standardized and non-standardized assignments calling for a high degree of judgment and discretion to carry them out.
- Strong written and oral communication skills.
- Knowledge of and skill taking minutes of meetings and oral dictation from superiors with accuracy.

#### **Abilities:**

- Ability to plan, organize and oversee the work of a very busy office.
- Ability to motivate, train and direct a clerical support staff.

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- Ability to maintain confidentiality of sensitive information.
- Ability to establish and maintain harmonious relationships with a wide variety of persons, including public officials, fellow workers and citizens.
- Ability to communicate effectively with others, both orally and in writing.
- Ability to prepare statistical and technical reports.
- Ability to work with a high degree of independence, attending to numerous details and completing assignments on time.

### Skill:

- Skill in the use of office equipment, including computer, typewriter, word processor, calculator and other pieces of equipment.

### **Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

#### **Physical Skills:**

- There is little or no physical demand needed. The ability is required to lift up to 30 pounds.

#### **Motor Skills:**

- Duties may involve close hand-eye coordination and physical dexterity.

#### **Visual Skills:**

- Ability to read, see, and differentiate between colors.

*This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*