

**BOARD OF PUBLIC WORKS AND SAFETY**  
**Agenda Request Form**

(Form B-01-2012)

*Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard. Please make sure that your contact information is accurate in case we need to get in touch with you. The Board of Works meets on the 1st and 3rd Monday of each month at 5:00 p.m. in City Hall located at 70 E. Monroe Street.*

<b>Date Submitted:</b>	04/26/17	<b>Meeting Date:</b>	5/1/17
<b>Contact Information:</b>			
<b>Requested by:</b>	Chief Dan McElyea		
<b>On Behalf of Organization or Individual:</b>		Fire Department	
<b>Telephone:</b>	(317) 736-3650		
<b>Email address:</b>	dmcelyea@franklin.in.gov		
<b>Mailing Address:</b>	1800 Thornburg Lane, Franklin, IN 46131		
<b>Describe Request:</b>			
Request to approve job description for Administrative Assistance position at Fire Department			
<b>List Supporting Documentation Provided:</b>			
Proposed Job Description			
<b>Who will present the request?</b>			
<b>Name:</b>	Chief Dan McElyea	<b>Telephone:</b>	(317) 736-3650

*In order for an individual and/or agency to be considered for new business on the Board of Works agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 4:00 p.m. on the Wednesday before the meeting.*

CITY OF FRANKLIN FIRE DEPARTMENT  
GENERAL ORDERS, STANDARD OPERATING POLICIES & PROCEDURES

ARTICLE: III

PAGES: 1 Page

Job Description – Administrative Assistant

SECTION: 11

DATE: \_\_\_\_\_

**DESCRIPTION:**

Employee provides administrative office support to the Chief, Deputy Chief, and Administrative Staff. Employee provides a variety of clerical, administrative, and technical services in support of the Franklin City Fire Department.

**REPORTS TO:**

The Administrative Assistant shall report to the Chief, Deputy Chief and Division Chief of the Franklin City Fire Department.

**Scope:**

- The incumbent is responsible for providing effective community relations between the fire department and the citizens by answering questions and handling non-emergency calls.
- The incumbent is responsible for assisting in the coordination of community events involving both the fire department and City of Franklin.
- The incumbent is responsible for maintaining and scheduling meetings for the Chief, Deputy Chief, Division Chief and Code Enforcement Officer.
- The incumbent is responsible for providing administrative assistance in meeting management by assembling background materials, preparing agendas, and taking the minutes of meetings.
- The incumbent is responsible for ordering the operating supplies/EMS supplies for all stations.

- The incumbent is responsible for keeping accurate records/copies on such office items as burn permits, waivers, public request forms, department Rules and Regulations, Standard Operating Procedures, etc.
- The incumbent is responsible for processing incoming and outgoing mail/packages, setting appointments, and typing documents/letters/certificates.
- The incumbent is responsible for scheduling new hire appointments, providing him/her with required new hire informational packet as well as acquiring the necessary equipment, wearing apparel and operating supplies for him/her.
- The incumbent is responsible for research, draft, and the preparation of grants.
- The incumbent is responsible for maintaining, updating, and the organization of personnel, disciplinary and medical files.
- The incumbent is responsible for processing such items as claims, purchase orders, invoices, reports, receipts and maintenance agreements.
- The incumbent is responsible for maintaining department accounting records to include such areas as overseeing expenditures and transferring line items.
- The incumbent is responsible for conducting a monthly audit with administrators.
- The incumbent is responsible for keeping accurate records/copies on such office items as insurance policies, worker's compensation claims and purchase order claims.
- The incumbent is responsible for submitting records, documents, payments to City, and private organizations as required.
- The incumbent is responsible for providing office support to the Chief, Deputy Chief, Division Chief and Code Enforcement Officer.
- The incumbent is responsible for assisting in the development of the annual budget.
- The incumbent is responsible for making records available for annual State Board of Accounts audit.
- The incumbent is responsible the organization and keeper of the EMS Reports.
- The incumbent is responsible for the coordinating City's wellness requirements for the fire department and is the wellness representative for the fire department.

- The incumbent is responsible for preparing correspondence, making reservations and travel arrangements for meetings, seminars, conventions (work related only) and training events.
- The incumbent is responsible for preparing reservations for the Board of Works and City Council Agendas.
- The incumbent is responsible for preparing documents and letters for the Fire Merit Board.
- The incumbent is responsible for coordinating/scheduling of the firefighters' yearly physical/bloodwork/chest x-rays testing with Public Safety Medial.
- The incumbent is responsible for performing other related job functions as required.
- The incumbent is responsible for coordinating and updating vehicle plates, insurance and gas cards.
- The incumbent is responsible for attending training pertaining to his/her job functions.
- The incumbent is responsible for the organization and coordinating prerequisites to meet the requirements for Insurance Services Office.
- The incumbent is responsible for working with and assisting City Legal with any and all fire department related issues.
- The incumbent is responsible for coordinating and working with fire department vendors.
- The incumbent is responsible for communication with surrounding fire departments, Firefighters Credit Union, local agency, State and Federal agencies.
- The incumbent is responsible for coordinating and updating department lists of employee numbers and telephone numbers, including cellular phone numbers.
- The incumbent is responsible for assisting the public with Burn Permits, requests for Fire Reports and Waivers.
- The incumbent is responsible for collaborating with the Computer Administrator in maintaining the computers, printers, copiers and fax machines at each of the stations.

### **Duties and Responsibilities**

Duties and Responsibilities are intended to be descriptive and not restrictive. An individual performing in the classification may perform any of the duties listed, however, these examples do not include all the duties that an individual may be expected to perform.

### **Equipment**

The incumbent must have the ability to operate equipment such as a computer/printer, typewriter, calculator, copier, multi-line telephone system and fax.

### **Critical Skills/Expertise:**

- The incumbent must have a basic knowledge of the fire districts and Firehouse Program to be effective in the support of the fire department.
- The incumbent must have thorough knowledge of filing techniques to effectively maintain records and files.
- The incumbent must have the ability to communicate effectively both in writing and verbally in order to complete a variety of administrative responsibilities.
- The incumbent must have the ability to operate independent of direct supervision to complete work.
- The incumbent must be able to manage multiple tasks while maintaining a professional environment.
- The incumbent must have thorough knowledge of all department Rules and Regulations, SOPs and Johnson Memorial Hospital EMS Protocols.
- The incumbent must have the ability to perform basic mathematics to maintain accurate budget/financial records.
- The incumbent must have the ability to organize work to assure that schedules are met and work is submitted correctly and within deadlines.
- The incumbent must maintain a good working relationship with the Office of the Clerk/Treasurer.

### **Education Requirements:**

The individual must possess a minimum of a high school education with specialized training in grant writing and research, record keeping, excel spreadsheets, correspondence, communication, organization and public relations, or two years of work related experience.

### **Reporting Responsibility:**

The incumbent reports directly to the Fire Chief and Deputy Chief.

**Security:**

All sensitive/confidential information shall not be released to the public unless authorized by Indiana Code.

The incumbent is subject to a background check prior to employment and maintain a non felonious record.