

## **Part-Time Administrative Assistant**

The City of Napoleon, Ohio is currently accepting applications for the position of Part-Time Administrative Assistant for the Napoleon Fire and Rescue Department. This position will perform clerical work and minor administrative work for the administration of the Napoleon Fire and Rescue Department. Applicant must be willing to work a flexible schedule (no more than 30 hours in a week) (day/afternoon) and possess a high school diploma or equivalent, have a valid Ohio Driver's License, be able to obtain a CPR Instructor card within 6 months of hire date. This is a part-time position with a pay rate of \$18.81 to \$25.10 per hour. Applications may be obtained from the City of Napoleon's Administration Building or at [www.napoleonohio.com](http://www.napoleonohio.com). A completed application must be returned by 4:00 p.m. on February 16, 2024, to be considered. The City of Napoleon is an **Equal Opportunity Employer**.

City of Napoleon  
**ADMINISTRATIVE ASSISTANT**  
(Permanent Part-Time)

**REPORTS TO:** Fire Chief  
**FLSA STATUS:** Hourly (Non-Exempt)  
**CIVIL SERVICE:** Classified (Non-Competitive)  
**UNION:** Non-Bargaining  
**APPROVED BY:** City Manager

**APPROVED DATE:**

**SUMMARY**

Keeps official municipal records and executes administrative policies determined by or in conjunction with other officials and otherwise relieves Fire Chief of clerical work and minor administrative and business detail by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned as required.

- Maintains discretion handling confidential matters and correspondence.
- Directs preparation and filing of documents with government agencies to conform with statutes.
- Takes and transcribes dictation and composes and prepares confidential correspondence, reports, and other complex documents.
- Directs preparation of records such as agendas, notices, minutes, and resolutions for municipal corporate meetings.
- Completes or assists with completion of special projects and/or assignments.
- Composes routine correspondence for signature or signs correspondence on behalf of Department Head when directed to do so.
- Serves as liaison with governmental officials, department heads, constituents, attorneys, media, and the public.
- Represents Department Head at assigned functions.
- Transmits decisions and directives to involved parties.
- Routes routine information and documents to appropriate personnel.
- Manages Department Heads calendar and independently schedules appointments.
- Screens incoming calls and correspondence, responding independently when possible.
- Prepares memorandums outlining and explains administrative procedures and policies to supervisory workers; thereafter monitors compliance.
- Arranges programs, events, or conferences by arranging facilities and caterer, issuing information or invitations, coordinating speakers, and controlling event budget.
- Acts as custodian of municipal corporate documents and records for the administrative department.
- Creates and maintains database and spreadsheet files.
- Arranges complex and detailed travel plans and itineraries, compiles documents for travel related meetings.
- Serves as general back-up for other departments with authorization of the Department Head.
- Assists in new employee training as directed by the Department Head.
- Gives general information in response to public inquiries, handles complaints and explains simple regulations.
- Conducts research and compiles information, creates statistical reports.
- Performs department budget functions; monitors budget to ensure expenditures do not exceed allocations; prepares requisitions; and maintains department file for all expenditures.
- Makes copies of correspondence or other printed materials.

- Prepares outgoing mail and correspondence, including email and faxes.
- Serves as the department's privacy and compliance officer and assists with management of confidential records and privacy policy.
- Prepares department payroll for Department Heads signature.
- Maintains department facility, equipment, and supplies; procures services, equipment and supplies, ensures proper maintenance and repair of office equipment.
- Fire Department Specific: Prepares all paperwork for export to EMS billing company and is primary contact for EMS billing company.
- Fire Department Specific: Prepares and distributes EMS and fire reports as requested.
- Performs other related duties as assigned.

#### **EDUCATION and/or EXPERIENCE**

- High School diploma or equivalent and two (2) years of secretarial and customer service work experience.
- Must possess a valid Ohio Driver's License.
- Must have computer skills and be able to type.
- Minimum of Basic EMT preferred but not required. (Willingness to obtain)
- CPR Instructor preferred but not required. (Obtain within 6 months)

#### **LANGUAGE SKILLS**

- Must be fluent in both written and spoken English.
- Knowledge of business English and legal formats and terms.

#### **CHARACTER AND FITNESS**

- Must demonstrate character traits that would not be detrimental to the successful performance of the position.
- Not to have any felony convictions or dismissal from public service.

#### **REASONING ABILITY**

- Ability to work independently on complex and confidential administrative tasks, compose effective and accurate correspondence, and deal with non-routine and complex tasks.

#### **PHYSICAL DEMANDS.**

- Must have computer skills.
- Must be skilled in word processing, database, and spreadsheet operations.
- Must be able to type at a reasonable speed.
- Must be able to lift 20 lbs.

#### **WORK ENVIRONMENT**

- This job must be performed on-site unless otherwise directed.
- Provides off-site administrative support during emergency conditions at the Emergency Operations Center (EOC) for the City of Napoleon; possible long shifts; maintains EOC files as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation and possess or have the qualifications listed. The requirements listed are representative of the knowledge, skill, and/or physical ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

