



City of Cle Elum

POSITION DESCRIPTION

JANUARY 2025

POSITION TITLE: FIRE DEPARTMENT ADMINISTRATIVE ASSISTANT

REPORTS TO: Reports directly to the Fire Chief, Fire Department Administrator, and the Oversight Committee, under the direction of the Mayor and/or their Designee, while adhering to State and City regulations. Additionally, fosters strong working relationships with city staff and collaborates closely with other EMS and Fire departments.

SALARY RANGE: \$3,668 to \$4,458 per Month

STATUS: Non-Exempt
Full-Time

AFFILIATION: Non-Union

AVERAGE HOURS: 40 Hrs. per Week
Will Work Weekends

JOB SUMMARY: The Fire Department Administrative Assistant performs difficult and responsible administrative work in connection with carrying out City and departmental goals, objectives and priorities; and performs other duties as required, or as assigned.

FIRE DEPARTMENT ADMINISTRATIVE ASSISTANT ESSENTIAL JOB FUNCTIONS:

The duties listed below are intended only as illustrations of the various types 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. Reasonable accommodation may be made to enable performance of these essential functions. However; all duties are administrative only, any activities relating to Fire or EMS calls are considered a Voluntary Firefighting position.

1. Assist in the development and management of departmental fiscal budget.
2. Assist and perform Fire Safety inspections both for new construction and existing commercial structures.
3. Assist in Fire Safety permits and permit applications.
4. Assist in the development of policies, rules, and procedures for the effective operation of the department including establishing departmental goals, objectives, and priorities.
5. Provide direction for the care and maintenance of department facilities and equipment.
6. Maintain professional development with national and state regulations, laws, codes and local ordinances relating to fire and EMS.
7. Maintain accurate records and generate comprehensive reports.

8. Oversee the development and execution of hazardous material plans, ensuring effective implementation, including the integration of the incident command system.
9. Work within and comply with fire apparatus safety regulations and retrofitting.
10. Make every reasonable effort to continually improve the manner in which the job is performed.
11. Performs related duties as required.

NECESSARY KNOWLEDGE AND ABILITIES:

Knowledge of:

- Modern administrative techniques, principles, practices, and procedures, particularly as applied to the overall management of municipal fire department.
- Operating principles, applicable ordinances, laws, and regulations.
- Fire department rules and regulations.
- Budget preparation.
- Fire apparatus safety compliance regulations.
- Principles and practices of exemplary customer service.

Ability to:

- Utilize office computer hardware and software including, but not limited to, records management software, Microsoft Office Suite, Zoom, and Adobe.
- Communicate effectively in both verbal and written form.
- Exercise sound judgment, tact, resourcefulness, and professionalism.
- Take a proactive approach to problem solving and analyze departmental administrative problems and suggest alternatives and solutions.
- Work well under pressure and be able to meet deadlines and work to improve the organization, procedures, and operating details of the City Fire Department.
- Maintain a high level of customer service in all interactions with the public.
- Demonstrate a high degree of independent judgment, initiative and discretion.
- Communicate effectively in both oral and written form.
- Analyze and solve problems.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Three years of work experience in a customer-oriented or administrative position in an office setting.
- ICC Certified Fire Inspector (within 2 years).
- Valid Washington State Driver's License.

PREFERRED QUALIFICATIONS:

- Minimum of five years of increasingly responsible management-level experience in fire and EMS.
- Current volunteer firefighter or are interested in becoming a volunteer firefighter for the City of Cle Elum.
- EMT and/or Live Fire certified.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions. The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of this position.

While performing the duties of this job, the employee is required to stand, walk, use hands and fingers, handle, feel or operate objects, tools, or controls, and reach with hands and arms. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. The employee is occasionally required to sit, climb stairs, talk, and hear. The employee may occasionally be required to lift or move up to 35 pounds with or without reasonable accommodation. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Work is conducted primarily in an office setting but may include time in the field under a variety of weather conditions. Duties are usually performed alone but also performed as part of a work team. Attendance at some evening meetings may be required. The work environment is fast-paced and moderate to very noisy.

Fieldwork, such as site investigations, may require exposure to loud noises, weather, working on rough terrain, in wetlands, and being in proximity to heavy equipment. Hand-eye coordination is necessary to operate computers and a variety of office equipment. While performing the duties of this job, the employee may be required to stand or sit, walk on all types of terrain, maintain balance, climb stairs, ladders, and inclines, use hands and fingers to handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee may occasionally be required to balance and walk on scaffolding; stoop, kneel, crouch or crawl; talk or hear. Specific vision abilities required by this job include close vision, distance and depth vision, peripheral vision, and the ability to adjust focus. The employee must be able to operate a passenger vehicle.

COMPENSATION AND BENEFITS:

Wage Range:	\$44,013 - \$53,498 per Year	Benefits:	Paid Medical/Dental/Vision Plan
	\$ 3,668 - \$ 4,458 per Month		PERS Retirement System
	\$ 21.16 - \$ 25.72 per Hour		\$275 VEBA per Month
			Vacation / Sick Time
			12 Paid Holidays + 1 Personal Day

NOTICE:

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

EQUAL OPPORTUNITY EMPLOYER:

The City of Cle Elum is an Equal Opportunity Employer. All employees and candidates for employment will be recruited, selected, trained, promoted, compensated and, if necessary, disciplined or terminated without regard to sex/gender, race, national origin, religion, creed, color, marital status, veteran status, age, national origin, pregnancy, sexual orientation, gender identity, disability, genetic information or any other basis prohibited by law.

This job description does not constitute a contract or agreement for employment. It is subject to change by the city as the needs of the city and requirements of the job change