



City of Williamsport Job Description

Job Title: Administrative Aide/Community Risk Reduction Coordinator
Department: Williamsport Bureau of Fire
Supervisory Responsibilities: None
FLSA Status: Hourly/Non-Exempt
Position Type: Full-time/Non-Union
Pay Rate: \$45,000 annualized
Date Created/Revised: 8/23/2022

POSITION SUMMARY

Under the direction of the Williamsport Bureau of Fire Chiefs, the Administrative Aide/Community Risk Reduction Coordinator will perform a wide variety of administrative and clerical tasks. Duties of this position include, but are not limited to, providing support to the Chiefs, assisting in daily operations of the Fire Department, and performing various community risk reduction services and projects as assigned.

ESSENTIAL FUNCTIONS:

- Answer phones, assist callers and resolve any issues, take messages, and transfer calls to departments as appropriate.
- Read & respond to e-mails in a timely and professional manner.
- Greet and assist visitors in a professional manner.
- Coordinate and schedule smoke detector installations and home visits.
- Coordinate all incoming and outgoing mail and all deliveries.
- Maintain the department's computer system; troubleshoot hardware issues; provide training and assistance with software systems; resolve EMS chart errors; obtain quotes and purchase new hardware/software; serve on call for computer-related matters to include evenings and weekends. Refer issues to the City's Information Technology staff as needed.
- Maintain petty cash records and information.
- Maintain the department calendar(s) to include scheduling tours and assisting in giving the tours; scheduling school visits; scheduling Project Lifesaver visits; recording City event permits; recording vacation/sick days for the department; and maintaining, scheduling, and coordinating current calendar of events for the department.
- Review incident reports to include reviewing all monthly reports for quality assurance, updating all missing or incorrect information on reports, updating reports after investigations are complete, and compiling data from reports for the Public Safety Committee.
- Prepare all fire reports and Origin and Cause Reports and, if needed, prepare and download pictures for reports as requested by insurance companies.
- Assist with reports for grant applications: State grant, EMSOF, AFG federal grant, AFG SAFER grant, and others.
- Schedule the use of the SOC building.

- Process invoices for payment (accounts payable/receivable): Prepare check requisitions, enter information into QuickBooks software, obtain signatures/approvals, make & file copies, and maintain a database of all outstanding invoices.
- Purchasing/Budget: Obtain quotes for products and services, prepare purchase orders, prepare financial reports for the Chiefs, and assist with yearly budget preparation and with the budget narrative.
- Process all water meter requests.
- Process and answer “Right to Know” requests.
- Prepare overtime reports.
- Prepare and maintain specialized overtime reports for special trainings, i.e. Co 6 deployments/natural disasters.
- Maintain and order office supplies for the Fire Department, EMA, EOC, CERT classes, Fire Civil Service, and Fire Pension Board.
- Assist Fire Prevention and Inspection Division as needed: Design and mail Fire Prevention Week materials, notify media of upcoming events, prepare and update reports of cause and origin, distribute press releases regarding fire investigations, and assist with Management of Community Risk Reduction efforts.
- Payroll: Review and record time slips; verify overtime logs; prepare reports for the Chief; and record sick, vacation, compensatory time, and military time.
- Reconcile general ledger reports.
- Prepare monthly statistical reports for Chiefs: Public Safety Committee, Year-End Report, and any other specified reports.
- Update fuel report.
- Schedule meetings for the Chiefs.
- Arrange travel for Chiefs and all WBF employees for training and meetings.
- Maintain employee files.
- Personnel issues: Refer injury reports to Human Resource Office, update addresses and family information, file requests and memos, record training and certifications obtained, make sure EMT and CPR certifications are current, complete payroll change forms for promotions & retirements.
- Assist new hire/Fire Civil Service processes: Prepare, distribute, and mail applications; advertise for position openings; assist with scheduling written and physical agility tests; schedule interviews and doctor appointments; make housing arrangements for new Fire Fighters attending the Fire Academy; assist with new hire information packet.
- Fire Pension Board: Schedule and advertise meetings, prepare agenda and meeting minutes, attend meetings, serve as secretary for the Board.
- EMA: Coordinate NIMS training, maintain the City-wide record of NIMS training, and assist with the EOC.
- Maintain volunteer applications.
- Assist with administrative functions at incidents: Assist at fire scenes with Command information; gather incident information for fire scenes; collect information for owners/residents at fire scenes; obtain all information about incidents and natural disasters, i.e. flooding incidents; and perform other related duties as assigned.
- Fire Civil Service: Schedule and attend meetings; serve as secretary for the Civil Service Board; prepare agendas and meeting minutes; update and prepare promotional tests for Fire Fighter, Fire Engineer, Maintenance Engineer, Fire Inspector, Lieutenant, and Platoon Chief positions; assist with administering promotional tests; conduct and schedule all aspects of the new Fire Fighter testing/list; and prepare letters and memos to the Board, employees, and new candidates.
- Employee Reimbursements – ARB Awards/Prescriptions: Maintain a database for all active employees on yearly Rx reimbursements, maintain a database for all retirees on arbitration

awards, maintain a database for all arbitration reimbursements, and prepare and update a monthly database for all outstanding Rx and arbitration reimbursements due.

- Assist in HR matters related to WBF employees, keeping Director of Human Resources informed of any issues.
- Maintain records of lifestyle changes.
- Complete longevity calculations.
- Assist Human Resources Department in collecting open enrollment forms for the Department.
- Maintain records of arbitration awards for each employee.
- Assist and/or perform any other duties as assigned by Fire Chief, Deputy Fire Chief, Assistant Fire Chief and Platoon Chiefs.
- Perform other related duties as assigned.

Required Knowledge, Skills, and Abilities:

- Possess strong organizational and time management skills.
- Able to communicate, read, write and understand the English language at a level necessary for efficient job performance.
- Able to operate office equipment (phone, fax, computer, etc.)
- Able to establish and maintain effective working relationships with employees, City officials, other government agencies, and the public.
- Able to perform basic math, including calculations using fractions, decimals, and/or percentages.
- Able to interact with customers/public in a professional manner.
- Able to prioritize tasks to meet deadlines.
- Able to analyze and revise operating practices to improve efficiency.
- Able to work independently with minimal direct supervision.
- Able to pass background checks.
- Must have current valid Pennsylvania driver's license; subject to a motor vehicle record check.

Education and Experience:

- High school diploma or GED required.
- One (1) year working experience as an administrative assistant preferred.
- Experience with QuickBooks preferred.
- Must be proficient in Microsoft Excel and Word.
- Must have excellent written and verbal communication skills.
- Must have strong organizational skills with the ability to multi-task.

Physical Requirements:

- Must be able to sit at a desk for prolonged periods of time using a PC work station.
- Must be able to lift up to twenty (20) pounds.
- Must be able to drive to various facility locations.
- Must be able to bend, stoop, squat, kneel; reach above shoulder level; and twist body periodically throughout the day.
- Must possess sight/hearing sense so that the requirements of the position can be fully met.
- Ability to utilize hands for repetitive actions.
- Able to work in a constant state of alertness and safe manner.
- Reasonable accommodations will be made to achieve essential functions of this position.

Working Conditions:

- Will work alone, with others and around others.
- Will work mostly in an office setting with telephones, personal interruptions, and background noises.

ACKNOWLEDGEMENT

I have read this job description (or had it read to me) and received a copy for my records. I fully understand the requirements set forth and accept the position of **Administrative Aide/Community Risk Reduction Coordinator** for the City of Williamsport. I agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I further understand that my job may change on a temporary or regular basis according to the needs of the City without it being specifically included in this job description. If I have questions about job duties not specified in this job description that I am asked to perform, I should discuss them with my immediate supervisor or Human Resources. I have discussed any questions I may have about this job description prior to signing this form.

Employee Signature

Date

Employee Name (print)