

FIRE DEPARTMENT
SANTA CLARA COUNTY

EXECUTIVE ASSISTANT TO THE FIRE CHIEF

DEFINITION

The Executive Assistant to the Fire Chief will serve as the confidential executive assistant to directly support the Fire Chief and may be the primary and confidential assistant to other executive management staff.

Under general direction of the Fire Chief or designee, the Executive Assistant performs skilled tasks in general office administration, administrative support, and performs related duties as assigned. The incumbent has a high level of responsibility commensurate with the varied and complex responsibilities associated with supporting the office of the Fire Chief.

This position has internal and external contacts at all organizational levels and requires considerable tact and discretion. There is regular access to confidential material which, if revealed, may be detrimental to the Department's interest. The level of responsibility is such that errors may be serious and could have an adverse impact on the administration of City government.

The incumbent may be assigned to supervise all levels of clerical staff within the Department.

This classification is a Fair Labor Standards Act exempt, unrepresented position in the Classified Service.

DISTINGUISHING CHARACTERISTICS

This position conducts the more complex administrative duties in the Department. The administrative operation at this level typically involves a wide variety of activities, the majority of which are complex, confidential and in-depth in nature. This position may be responsible for a limited number of major comprehensive and complex activities having a wide scope, effect and influence on the department's activities. This position may perform complex and in-depth administrative assignments that may or may not involve the supervision of subordinate staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Serve as confidential Executive Assistant to the Fire Chief and may serve as primary administrative and confidential assistant to other executive management staff.
- May perform or manage and supervise business management operations of administrative support functions, including personnel, accounting, budgeting, office management, and procedures analysis activities.
- Develop and implement departmental clerical and fiscal procedures and policies.
- Supervise the maintenance of budget, inventory, purchasing, and personnel records.
- Analyze office methods, procedures, and forms.

EXAMPLES OF DUTIES (continued)

- Recommend methods for improvement of procedures and coordination of departmental functions.
- Conduct studies and prepare reports on departmental operations including procedures, systems, space requirements, organizational structure, expenditure of funds and types of effectiveness of equipment.
- Interview applicants for administrative support and/or technical positions and recommend on hiring or refer applicants to operating supervisors for selection.
- Evaluate subordinates, provide job-related counseling, mentoring and guidance, and discipline subordinates up to and including making recommendations for termination.
- Facilitate, prepare and/or assist in the preparation and maintenance of departmental operating or procedures manuals.
- Assist the Fire Chief and/or assigned executive staff with handling correspondence within assigned areas of responsibility.
- Serve as liaison on behalf of the department regarding all types of administrative support matters.
- Develop and maintain reporting and monitoring procedures.
- Analyze departmental requests as assigned.
- Facilitate, prepare and/or assist in the creation and maintenance of filing and record keeping procedures, including archive records management practices and policies.
- Serve as liaison between management and various committees, and facilitate committee activities (e.g., Excellence in Service Award program, Combined Giving Campaign, Employee Excellence Awards program, etc.)
- Manage and process agency-related travel arrangements for the Fire Chief and/or assigned executive staff.
- Conduct special projects related to development of departmental administrative services.
- May prepare and maintain monitoring and reporting systems, prepare grant applications, and confer with state and federal regulatory agencies.
- Perform other related work as required.

EMPLOYMENT STANDARDS

Any combination of training and experience, sufficient supervisory, administrative, or business management experience that demonstrates the possession and direct application of the necessary knowledge, skills, and abilities.

EMPLOYMENT STANDARDS (continued)

Graduation from high school or passing of the General Education Development (GED) test and a minimum of 60 college credit units, plus five (5) years of full-time experience in the capacity of an executive assistant or administrative support for senior executives (i.e. Fire Chief, Police Chief, Assistant Chief, Deputy Chief, Director, etc.) of medium-to-large, complex organizations; or, three (3) years of experience as an Administrative Assistant III with County Fire. College credit units must be attained by completion of probationary period.

Highly Desirable: Bachelor's Degree, special training, education and/or certifications in administrative support related fields. Experience using computerized software programs including Microsoft Office Suite and other programs currently utilized by the Department and the Fire Chief's Administrative Staff, which cover complex program functions.

Knowledge Of:

- Office management principles, methods, and procedures.
- Administrative survey techniques.
- Basic statistical and research methods.
- Principles and methods of public and business administration, including organization and personnel, fiscal management and budgetary control.
- Office procedures and maintenance of records.
- Basic accounting principles and payroll procedures.
- Complex software such as but not limited to products by Microsoft Office (*e.g., Word, Excel, PowerPoint*), Apple (*e.g., Pages, Numbers, Keynote*), iPad-related software, InDesign, Adobe Acrobat Reader and Pro, programs using FileMaker Pro, etc.
- Principles and practices of management relating to training, evaluation, and supervision of subordinates.

Ability To:

- Understand, apply and implement administrative policies, practices and procedures.
- Produce simple to complex documents, reports, presentations, and records using relevant software.
- Represent management in dealing with a variety of administrative policies, practices and procedures.
- Represent management in dealing with a variety of administrative matters with employees, or outside public and private agencies.
- Train, evaluate, counsel, discipline, and supervise the work of subordinates.

Ability To: (continued)

- Plan, coordinate, and initiate action necessary to implement decisions and/or recommendations.
- Work independently in identifying the need for and developing proposed changes to operating practices, programs, and policies.
- Speak and write effectively.
- Create meeting agendas, serve as notetaker and produce accurate, detailed meeting minutes for meetings involving the Fire Chief and other executive management staff.
- Maintain confidential information with discretion.
- Establish and maintain cooperative working relationships with a variety and level of department.
- Type at a rate of 50 words per minute net.
- Perform other related duties as required.

Working Conditions/Physical Demands: Work is performed in an office environment and includes regular contact with staff and the public. The position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, stooping, grasping, and repetitive and fine coordination hand movement. The incumbent must be able to lift, push, and pull files, paper, and documents weighing up to 25 pounds.

Required License: Possession of a valid state of California driver's license.

Pre-Employment Requirements: The candidate will be required to complete a Live Scan fingerprint, background check, and medical examination.