



TEXAS TOWNSHIP FIRE DEPARTMENT

7110 West 'Q' Avenue
Kalamazoo, Michigan, 49009
info@texasfire.org

Phone: (269) 375-4610
Fax: (269) 375-0791
www.texasfire.org/fire

Job Title: Administrative Assistant
Department: Fire Department
Reports to: Fire Chief
Pay Classification: Hourly, Non-Exempt
Pay Status: Part-Time
Hours per Week: 24
Wage Range: \$19.00 to \$23.00/hour

NATURE OF WORK:

The Administrative Assistant is responsible for providing skilled administrative work in support of the Texas Township Fire Rescue Department. Work involves considerable contact with employees and the public, preparing biweekly payroll, maintaining accurate records, and carrying out a variety of other routine and non-routine clerical tasks. This position requires excellent customer service skills when dealing with the public. Work is performed in collaboration with other staff and under the general direction of the Fire Chief, but independent judgment and ingenuity must be used in accomplishing departmental objectives within the established timeframes.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Prepare accurate department payroll, including overtime, and submit to the Clerk.
- Collect data and submit monthly and annual reports to the Fire Chief.
- Perform a variety of office administrative tasks.
- Process department purchases, including credit card statements, post to appropriate accounts and submit to the accounts payable division.
- Assists with maintaining the department webpage and social media platforms, such as Facebook, Twitter, etc.
- Establishes and maintains organized and effective paper and electronic records and filing systems, including confidential documents. Follows applicable document retention requirements.
- Assists in coordinating new hire onboarding, including processing new hire paperwork. Ensures all necessary paperwork is completed and forwarded to the Clerk prior to new employees beginning work.

EDUCATION / WORK EXPERIENCE:

- High School Diploma or equivalent
- Completion of secondary education preferred
- Minimum of two (2) years related experience or any combination of training and experience that indicate possession of skills, knowledge, and abilities listed within this description.
- Prior experience as Administrative Assistant preferred
- Experience in Payroll and Human Resources and budget preparation
- Experience in communicating and handling a variety of customer service issues
- Experience in office organization
- Any combination of education, training, and experience that indicates possession of knowledge, skills, and abilities to perform essential functions.

KNOWLEDGE, SKILLS & ABILITIES:

- Valid Michigan Drivers' License.
- Comprehensive knowledge of office management, personnel, financial, and administrative practices.
- Articulate and present a positive professional image both in person and on the telephone.
- Establish and maintain effective working relationships with employees, supervisors, other departments, officials, and the public.
- Maintain tact and courtesy when interacting with the public and employees.
- Communicate well both verbally and in writing.
- Possess strong organizational, time management, and multi-tasking skills.
- Maintain records and prepare reports.
- Research and prepare reports in a well-organized form.
- Formulate / implement administrative procedures.
- Analyze difficult administrative and operational problems and develop and present sound conclusions and recommendations.
- Maintain confidentiality of material.

The above statements are intended to describe the general nature and level of work for performance of this position. They are not to be construed as an exhaustive list of all job duties, responsibilities, or requirements for the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

While performing the duties of this job, the employee is regularly required to talk, hear and view and create documents; problem solve and decision making; read, reason, written and verbal communication with constant interruptions. Have contact with other professionals (i.e. attorneys, government leaders, planner, contractors, engineers, architects, etc.) and contact with the media. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must frequently lift and/or move items of light to moderate weight.

The Charter Township of Texas values diversity in its workforce and is an Equal Opportunity Employer that does not discriminate on the basis of race, sex, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability or any other basis prohibited by federal, state or local laws.

TO APPLY

Applicants must submit cover letter and resume to:

Charter Township of Texas Fire Department

Attn: Chief Tackett

7110 West Q Avenue

Kalamazoo, MI 49009

269.375-4610

ctackett@texasfire.org

Application materials must be received by 4:00 p.m., Thursday, December 8, 2022. Posting will remain open until position is filled.

The selected candidate will undergo a thorough background investigation prior to receiving a formal offer of employment.