



Job Description – Administrative Specialist

Position Summary:

Under limited supervision the Administrative Specialist must take on various roles within an organization to help ensure effective day-to-day operations. This role may require, but is not limited to, performing general clerical tasks, communicating with and greeting clients, responding to phone calls and emails, handling payroll and some accounting functions, and managing office equipment and supplies. Administrative specialists may also be required to create reports and memos and organize events.

Essential Functions:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Answers incoming phone calls, directs callers, and provides information as required. Takes messages in a professional manner.
- Receives the public and answers questions; responds to inquiries from other staff, citizens, or visitors, referring them to appropriate person(s) as necessary.
- Receives, reviews, distributes, and posts daily incoming mail; may include trips to local postal or shipping outlets.
- Develops and maintains office files in accordance with the confidentiality requirements of federal and state agencies.
- Prepares, edits, and distributes correspondence and memos as requested, which requires judgement as to content accuracy, and thoroughness.
- Handles document requests from both internal and external sources as required; maintains control of information and access with strict confidentiality of all materials and information encountered in duties.
- Manages documents, to include retention and destruction, in accordance with state and federal standards.
- Maintains office equipment and supplies, initiates routine repairs and service, notifying appropriate parties of issues pertaining to non-routine maintenance and replacement.
- Maintains and updates skills and knowledge of Microsoft Office and any other applicable software applications.
- Complies with the rules, policies, and procedures as set forth by the District.

AP/AR Assignment

- Performs one or more accounting operations, including setting up new vendors in accounting system.
- Verifies all purchase requisitions/orders have approval signatures.
- Matches invoices to purchase orders and/or checks.
- Works on benefit reconciliation with the Payroll Specialist.
- Completes wire transfers as necessary.

Training & EMS Assignment

- Maintains schedules and reservations of training and conference rooms.
- Coordinates and schedules all CPR classes in adherence with all American Heart Association restrictions and requirements; enters training information into the AHA database and print CPR certification cards for all attendees.
- Coordinates staffing for EMS standby and other special events as directed.
- Maintains employee ID cards and issues new/replacement cards as needed.
- Manages EMS supplies for Transportation & Fire: ordering, deliveries, & stocking/receiving.
- Maintains EMS supply inventory in Operative IQ management system.

Human Resource Assignment

- Provides high-level administrative support and assistance to the Fire Chief.
- Performs clerical and administrative tasks including drafting letters, memos, reports, and other documents for the Fire Chief.
- Arranges travel and accommodations for senior staff.
- Enters new hires into HRIS software and uploads all appropriate documentation.
- Enters field personnel schedule changes into District staffing program.
- Conducts new hire orientation including benefit enrollment.
- Processes paperwork for worker's compensation, FMLA, COBRA, PSPRS, & ASRS
- Prepares necessary paperwork for the Board of Directors meeting and PSPRS board meetings.
- Takes minutes at monthly Board of Directors meetings and is responsible for all statutory requirements related to the Board of Directors.

Payroll Assignment

- Processes bi-weekly payroll, ensuring accuracy.
- Processes all post-payroll uploads timely, including PSPRS, ASRS, and Health Equity.

- Processes all garnishments & child support payments.
- Works on benefit reconciliations with the AP/AR Specialist.
- Responsible for wildland billing.

Knowledge, Skills and Abilities:

Knowledge of:

- SFMD operations, policies, and procedures.
- Statutory duties of the District, including records retention, preservation, and recording.
- Various office automation software programs, tools, and techniques to support office operations and produce a variety of documents such as letters, reports, spreadsheets, database, and graphs.
- Principles of effective communication including public speaking and report writing.
- Recordkeeping systems, retention laws and policies, and public records requests.

Skills in:

- Operating and maintaining various pieces of office equipment.
- Providing excellent customer service.
- Organization and prioritization.

Ability to:

- Gather, analyze, and represent facts, communicate effectively (both verbally and in writing), using tact and courtesy.
- Use independent judgment in the exercise of daily responsibilities.
- Work effectively under deadlines, handling diverse schedules and prioritizing work.
- Analyze and evaluate administrative needs, identify problems, and develop feasible solutions.
- Use a computer with a strong command of Microsoft Office Suite.
- Work effectively with other District employees, supervisors, and the public.
- Maintain confidentiality.
- Perform other duties as assigned.

Required Training and Experience

- Associate degree from an accredited college or university Business, Human Resources, Accounting, or related field.
- Minimum of two (2) years' experience performing administrative support work, preferably in a public safety environment or related field
- Any equivalent combination of education, experience, and training, which provides the knowledge, skills, and abilities necessary to perform the work.
- Experience using the Microsoft Office Suite products.

Work Environment / Physical Demands

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position or that

an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Most work is performed in an office environment.
- Lift and carry materials weighing up to 30 pounds
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy and fax machines requiring continuous and repetitive arm, hand and eye movement
- Travel to/from meetings and various locations
- Attend evening meetings as needed

EQUAL EMPLOYMENT OPPORTUNITY:

SFMD is committed to creating a diverse environment and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status (ARS 41-1463). Additionally, this position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

When advised, reasonable accommodation will be provided in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process. Please contact Human Resources to request accommodation. Persons with a disability may request reasonable accommodation by contacting the HR Manager at (480) 982-4440 X132. Requests should be made 24 hours in advance or as early as possible to allow time to arrange the accommodation.