

EXECUTIVE ASSISTANT TO THE FIRE RESCUE ADMINISTRATOR

NATURE OF WORK

This is highly responsible managerial and supervisory work assisting in Management Services, Public Information, or Operations within the Fire-Rescue Department.

An employee in a position allocated to this class is responsible for assisting in the planning and directing the activities of the Department. Work involves supervision of employees; preparation and maintenance of records; and the timely submission of reports. This employee may be required to respond to major fire or emergency alarms and to perform assigned roles during major emergencies as part of the command team. Work requires considerable independent judgement and the exercise of a high degree of responsibility and authority. Work is reviewed through conferences, reports and observation of results achieved.

EXAMPLES OF WORK

Writes performance evaluations, issues counseling and disciplinary actions, handles employee complaints and grievances, recommends the hiring and termination of staff.

Composes official notices for distribution to appropriate personnel and/or work locations.

Represents the Department on matters of an extremely sensitive nature while dealing with the media; plans and develops the Department's media relations program.

Participates in the formulation and negotiations of the collective bargaining agreement; administers/monitors the agreement.

Prepares and distributes reports of activities; prepares and maintains records.

Recommends the purchase of equipment.

Establishes internal procedures for assigned areas.

Assesses the need for training; determines training to be conducted; implements training classes.

Authorizes departmental payroll.

Assists in the development of the Department budget.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles, practices, procedures and equipment used in modern firefighting, rescue, emergency medical services and fire prevention work.

Thorough knowledge of the principles and practices of modern fire administration, fire-rescue protocols and fire service codes.

Thorough knowledge of the use and limitations of all types of equipment and apparatus used in the Fire-Rescue Department.

EXECUTIVE ASSISTANT TO THE FIRE RESCUE ADMINISTRATOR - CONT'D**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES - CONT'D**

Considerable knowledge of Palm Beach County policies and procedures.
Knowledge of budgetary procedures.
Ability to plan and coordinate the work of others.
Ability to communicate effectively, both orally and in writing.
Ability to interpret and understand written policies in the form of laws, ordinances, rules, regulations, orders, notices and procedures which establish and regulate the activities of the Department.

MINIMUM ENTRANCE REQUIREMENTS

Firefighter, certified by the State of Florida Firefighters Standards and Training Council; five (5) years experience as a Firefighter or at a higher rank; or any combination of related training and experience.