



CENTRAL COUNTY FIRE DEPARTMENT MANAGEMENT ASSISTANT

Summary of Benefits: Fire Operational Support Services
FLSA: Non-Exempt

Revised and Adopted date: 4/8/2026
Effective date: 7/13/2026

DEFINITION

To perform technical level administrative duties in support of the department and/or programs; to research, collect and analyze data and prepare draft reports; to track and report operational statistics; to provide technical assistance to management; and to provide other support duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including provision of technical and functional supervision and performance of advanced journey level activities. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility. The Management Assistant is distinguished from the Administrative Assistant by the difficulty and complexity of duties assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff.

May exercise direct supervision over administrative support personnel.

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

- Respond to requests for documentation related to assigned area of responsibility; explain and interpret assignment area policies and procedures to internal or external customers.
- Perform technical and paraprofessional duties related to area of assignment including interpreting, analyzing, and determining compliance or acceptance of information and materials; prepare reports to document results of duties performed.
- Assist management staff in performing and conducting studies, special projects, administrative and technical functions; perform data collection, research and analysis; prepare draft reports and technical documents; provide project oversight for the less complex projects.
- Perform a wide variety of complex, responsible, secretarial and administrative duties for executive staff and other management personnel including providing routine analytical support.
- Develop and manage department website and social media content.
- Assist with the development of Requests for Proposals and contract administration.
- Provide support in management of calendars and meetings for Management staff; make travel arrangements when necessary.
- Provide administrative support for various department committees; schedule and coordinate meetings; record minutes; may serve as department representative on committees for cities served by the department.

- Assist in the development and implementation of department policies and procedures.
- Organize and maintain accurate and detailed databases, files, and records; verify accuracy of information, research discrepancies, and record information; ensure compliance with established records retention schedules including archiving, scanning, and destructing files.
- Ensure areas of responsibilities are in compliance with related laws, codes, ordinances, and legislation; advise staff of any irregularities in compliance.
- Review, verify and process documents related to department activities including budgets, contracts, grants, claims, legislation, purchasing, and other specialized documents based on area of assignment.
- Establish and maintain a wide variety of filing and reporting systems as necessary; develop record keeping procedures; provide relevant information to relevant parties; prepare and type correspondence and compile and type reports.
- Compile and develop information for special studies and reports from a variety of resources; collect, compile and report findings and recommendations.
- Assist with the testing, implementation and maintenance of new/upgraded software technologies and systems; maintain a variety of databases.
- Assist supervisor and manager with a variety of administrative operations; prepare, recommend and implement procedural modifications.
- Coordinate and assist in the development and administration of the department budget; prepare budget reports; compile annual budget requests; monitor and classify expenditures; track and reconcile bills; produce budget reports; research and resolve discrepancies.
- Independently respond to letters, email and general correspondence based on areas of assignment.
- Maintain manuals and update resource materials.
- Coordinate, compile and draft Fire Board minutes, staff reports, resolutions; provide backup to Board Clerk.
- Represent the Department with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other Department employees and the public using principles of good customer service.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of administrative and/or technical area to which assigned.
- Principles and practices of intermediate analytical research.
- Principles of budget monitoring.
- Principles and practices of project management.
- Pertinent local, state and federal laws, codes, ordinances, department functions, policies, rules and regulations.
- General functions and objectives of municipal government.
- Research methods and techniques.

- Report writing techniques.
- Customer service principles and problem resolution techniques.
- Modern office practices and procedures, computer equipment and software applications related to financial accounting.
- Business letter writing and report preparation.
- Safe work practices.

Ability to:

- Independently perform a variety of technical duties including research, compilation and report development in support of assigned division or program.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Collect, compile, analyze and present a variety of data in a meaningful way.
- Develop and implement various data collection and reporting systems.
- Interpret, apply and explain laws, rules, codes and department policies and procedures.
- Review budget submissions and revisions for mathematical and accounting accuracy.
- Understand and translate department policies and practices into everyday working practices; make sound decisions with solid problem solving methods.
- Review documents and operational procedures; interpret, identify, explain and problem solve issues and recommend corrective action.
- Understand the organization and operations of the department, and of outside agencies as necessary to assume assigned technical responsibilities.
- Coordinate the development and monitoring of an assigned program project budget; project, track and reconcile expenses.
- Compose professional quality correspondence and letters; write highly technical, detailed and analytical reports.
- Maintain a high level of confidentiality of a wide range of sensitive information when involved with human resources, payroll or other confidential issues.
- Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Department goals, objectives and activities.

EDUCATION AND EXPERIENCE:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to associate's degree from an accredited college with course work in public administration, business administration, accounting or related field.

Experience:

Five years of increasingly responsible administrative support or technical experience, preferably in the subject area to which assigned. One year of supervisory experience is highly desirable.

ENVIRONMENTAL ELEMENTS:

Work is performed in a typical temperature-controlled office environment subject to typical office noise and environment. Travel is rare.