

ORDINANCE NO. 07-05 AC CMS

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR ADMINISTRATIVE ASSISTANT – FIRE FOR THE CITY OF OBERLIN, OHIO, FIRE DEPARTMENT

BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain, State of Ohio, a majority of all members elected thereto concurring:

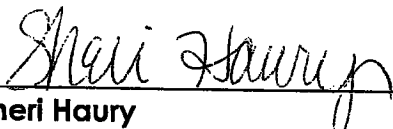
SECTION 1. That the job description for the position of Administrative Assistant – Fire for the City of Oberlin, Ohio, a copy being attached hereto and incorporated herein by reference, is hereby approved and adopted.

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. That this Ordinance shall take effect at the earliest date allowed by law.

PASSED: 1st Reading – January 2, 2007
2nd Reading – January 16, 2007(E)(Suspension of the rules)
3rd Reading –

ATTEST:



Sheri Haury
INTERIM CLERK OF COUNCIL



Daniel Gardner
PRESIDENT OF COUNCIL

POSTED: January 17, 2007

EFFECTIVE DATE: January 17, 2007

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INTER-OFFICE
Memorandum

City of Oberlin Fire
Department

To: Robert DiSpirito, City Manager

Cc: Eric Severs, Law Director
Sheri Haury, Interim City Clerk

From: Dennis Kirin, Fire Chief

Date: December 20, 2006

Subject: New Job Description

Attached is the proposed job description for the position of Administrative Assistant - Fire (part-time) for the City of Oberlin.

The position was included in the 2007 operating budget request to City Council. It is a part-time position scheduled with an average of three 8-hour days per week. The pay rate will start between \$12.00 and \$14.00 per hour.

I have reviewed this job description with the Civil Service Commission at its December 13 meeting, and they have classified the position by unanimous vote.

We request that you introduce the attached ordinance to City Council at the **January 2** meeting to adopt this job description, with an anticipated application and hiring by February.

Please contact me if you have any questions or concerns.



ORDINANCE NO. 07 - ____ AC CMS

AN ORDINANCE ADOPTING THE JOB DESCRIPTION FOR ADMINISTRATIVE ASSISTANT - FIRE FOR THE CITY OF OBERLIN, OHIO, FIRE DEPARTMENT

BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain, State of Ohio, a majority of all members elected thereto concurring:

SECTION 1. That the job description for the position of Administrative Assistant - Fire for the City of Oberlin, Ohio is hereby approved and adopted as listed in Attachment A.

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. That this ordinance is hereby declared to be an emergency measure necessary for the preservation of public peace, health, and safety of the citizens of the City of Oberlin, Ohio, to wit:

"to provide necessary personnel for the operation of the Oberlin Fire Department as possible in order to ensure the fire safety of Oberlin residents",

and shall take effect immediately upon passage.

PASSED: 1st Reading - Jan 02, 2007 (E)
2nd Reading-
3rd Reading-

OBERLIN FIRE DEPARTMENT

ADMINISTRATIVE ASSISTANT - FIRE

GENERAL STATEMENT OF DUTIES

Performs a variety of clerical, secretarial and administrative work in keeping official records, providing administrative support to the fire administration staff, and assists in the administration of the standard operating policies and procedures of the fire department. Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, data processing, and bookkeeping.

SUPERVISION RECEIVED

Works under the supervision of Fire Chief

SUPERVISION EXERCISED

None

JOB DUTIES

- ▶ Answers and operates telephone system, and routes callers or provides information as required.
- ▶ Receives and records emergency and non-emergency calls; monitors fire alarms; uses computer and phone simultaneously and monitors multiple computer screens.
- ▶ Operates communication equipment; perform basic duties of emergency dispatcher when necessary.
- ▶ Accepts various fire department forms and permit applications, prepares appropriate permits, and accepts payment for each.
- ▶ Receives the public and answers questions; responds to inquires from employees, citizens, and others and refers to appropriate persons when necessary.
- ▶ Assists in the procurement of department materials and supplies.
- ▶ Receives, stamps and distributes incoming mail, processes outgoing mail.
- ▶ Composes, types, and edits correspondence, reports, memoranda, and other materials requiring judgment as to content, accuracy, and completeness.
- ▶ Inputs data to standard office and department forms and data systems; makes postings to various reports such as annual reports, fire inspections; compiles tabulated data.
- ▶ Maintains relevant records and filing system, including computerized files; acts as custodian of departmental documents and records.
- ▶ Schedules appointments, performs other administrative and clerical as assigned.

EXTENT AND TYPE OF INTERACTION WITH PUBLIC

- ▶ Receives the public and answers questions; responds to inquiries from employees, citizens, and others; refers to appropriate persons when necessary.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES

- Ability to multi-task.
- Ability to respond in a quick and effective manner to render assistance in an emergency.
- Ability to follow oral and written instructions; deal effectively with the public; and communicate in a clear and concise manner.
- Ability to learn, train and retain technical and other fire service related data.
- Ability to maintain composure, reassure caller, and collect precise information in crisis situations.
- Ability to maintain confidentiality.
- Knowledge of the relative position of geography, cities, roads, and other landmarks in response area.
- Skill in organizing and maintaining files.
- Ability to operate a personal computer, pagers, and telephone simultaneously.
- Ability to establish and maintain effective working relationships with those contacted in the course of work activities.

EQUIPMENT AND TOOL OPERATION

This position requires operation of the following equipment, but is not necessarily limited to this listing: telephones, personal computer including Microsoft Office software, copy machine, fax machine, two-way radio communications and paging systems, and calculator.

WORKING HOURS AND CONDITIONS

- Hours may vary, but generally 9:00 a.m. to 5:00 p.m., three days per week.
- Indoor working environment with contact with the general public.
- The noise level in the work environment is usually quiet.

REQUIRED LICENSES AND CERTIFICATES

- Must possess a valid Ohio Driver's license.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- Able to type 55 words per minute. Good spelling, punctuation, and grammar skills.
- Working knowledge of Microsoft Office packages and other computer programs.
- Experience with computers is necessary.
- Successfully complete a background investigation.
- U.S. Citizenship required.

PROBATION PERIOD: One year

Paygrade: Part-time
Civil Service Rating: Unclassified

F.L.S.A. Rating: Non-exempt
Classification: N/A