



CITY OF SELMA, ALABAMA **INTERNAL/EXTERNAL JOB POSTING**

The following position is available with the City of Selma. Applications are available in the Personnel Department located at City Hall, 222 Broad Street, Selma, AL 36701. Please contact the Personnel Department at (334) 876-1219 with any question. Email resume to: lrutledge@selma-al.gov.
DEADLINE FOR TRANSFER REQUEST, APPLICATIONS AND RESUMES ARE ACCEPTED UNTIL MONDAY, APRIL 29, 2024, 4:30 P.M.

FRINGE BENEFITS INCLUDE INSURANCE RETIREMENT, HOLIDAYS, PAID VACATION AND SICK LEAVE.

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Position:	Administrative/Secretarial
Reports to:	Fire Chief
Subordinate Staff:	None
Department:	Fire Department
Location:	4555 Water Avenue, Selma, Alabama 36701
Status:	Regular, Full-time
Schedule:	Monday – Friday
Rate of Pay:	\$12.00 per hour

Job Summary

The purpose of this position is to perform clerical, administrative, record keeping, financial management and office work of substantial difficulty and responsibility in supporting the operations of the Fire Department. A Fire Department Administrative Assistant will be responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. The Administrative Assistant must be a confidential, analytical representative of Topsfield Fire Department, who possesses excellent organization skill, the ability to work well with other department members, local government representatives and the public.

Duties and Responsibilities

- Provides staff support to the Fire Chief and the Fire Department in the Town of Topsfield.
- Prepares statistical information of department records including but not limiting to fire attendance records, personnel records, and training records. Provide accurate records on existing personnel, including new recruits and past employees.
- Prepares four different department payrolls. Accurately prepares, processes, and edits department bill schedules. and turnover sheets of department revenue.
- Maintains detailed reports of department income and expenses, reconciling with Town Accountant's office.
- Processes bills and invoices; verifies paperwork; interface with vendors; prepares bill lists/receipts and posts numbers to accounts.
- Utilizes QuickBooks for postings; processing reports; updating fiscal year numbers; forecasting fiscal year end budgeting.
- Assists the Chief with the preparation of the annual report and management of the department budget, including budget disbursement records.

- Responds to inquiries from the public regarding permits for wood stoves, smoke detectors, propane, UST, and oil burners.
- Issues and records burning permits. Maintains computer records of permits issued by the department. Communicate with new employees, prepare new hire forms and letters, computer database updates, payroll spreadsheet form updates, create employee file, prepare/track checklist, notify appropriate town departments.
- Purchase office/postal supplies; post and reconcile accounts; prepare reports. Maintain accurate records and logs regarding vacations, personal, sick, and compensation bank accruals.
- Routinely coordinates with Personnel to compare information to assure accurate figures on file at the fire station and at Town Hall.
- Performs all office/clerical duties for the department including accurately preparing correspondence, processing the mail, typing and editing documents, and operating all office equipment.
- Assists in writing bid specifications; preparing and processing purchase orders and requisitions

Required Skills/Abilities:

High School Diploma, Associate's degree in Business Administration, Public Administration or a related field preferred; or (3) to (5) years of equivalent skill, knowledge and experience.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

THE CITY OF SELMA IS AN EQUAL OPPORTUNITY EMPLOYER