

Job Title: **EMS Administrative Assistant**

Classification: **Non-Exempt**

Department: Fire/EMS



Supervisor: Deputy Chief EMS

Effective: 05/22/2023

I. JOB SUMMARY:

The person in this role will be responsible for providing a wide variety of administrative support to the Career Development & EMS Divisions and Department as a whole. Individual will perform duties such as coordinating meetings and conferences, ordering supplies, coordinating mailings, typing, filing, and working on a variety of special projects. Individual will also answer a variety of questions via phone calls, walk-in visitors, or internal contacts. Independent judgement is required in order to effectively plan, prioritize and organize diversified workload.

II. EDUCATION & EXPERIENCE REQUIREMENTS:

- Bachelor's degree preferred, or education, training, or experience equivalent to at least two years of college in emergency management, public safety, grant management, community planning, or a closely related field.
- Requires a minimum of two years of work-related experience.

III. EMPLOYMENT REQUIREMENT:

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a pre-employment drug, physical and pre-placement screening administered by the City of Mission appointed physician at the City's expense.
- Must have a current valid class "C" Driver License from the Texas Department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.

IV. SKILL ABILITY REQUIREMENT:

- Ability to work independently and within a team on projects
- Excellent communications skills
- Excellent Customer Service and public relations skills
- Use of standard technical skills appropriate to the work environment of the organization
- Intermediate computer skills in a Microsoft Windows environment

V. EQUIPMENT/MATERIALS: General office and safety equipment/materials to include but not limited to the following:

- Personnel Computer
- Copier, Printer, Scanner, Fax

- Personnel Policy Manual
- Telephone
- Various software applications

VI. ESSENTIAL JOB FUNCTIONS:

- Schedules and organizes meetings for EMS & CDD members.
- Assists with training calendar and roster.
- Assists with scheduling student ride-a-longs and clinical hours.
- Creates Purchase Order requests for EMS & CDD related purchases.
- Tracks expenses, enters invoices, & maintains EMS & CDD expenditures in accounting system.
- Assists with class assignments, registration, follow-up, and assignment of certification cards.
- Stays informed on department information and news related to training and education.
- Acts as liaison with other departments and outside agencies related to training and Emergency Management.
- Attends health fairs and community events related to MFD.
- Assists in coordinating personnel for various events.
- Maintains HIPAA compliance procedures for new department employees, volunteers, and student riders.
- Performs filing of various items for department use.
- Provides special reports as requested.
- Files training certificates for MFD personnel in employee file(s).
- Is the Time Keeper for all related EMS & CDD time in Time Clock Plus (TCP).
- Assists the Career Development Division Training Chief and personnel.
- Assists in maintaining inventory of all EMS supplies for primary responding units.
- Maintains and creates necessary forms related to control during emergency events.
- Assists in ensuring documents and record keeping are maintained for compliance and audit purposes.
- Performs related work and reports as assigned.
- Schedules and organizes activities such as meetings, travel arrangements, per diems, conference registrations and department activities for members of the Mission Fire Department.
- Assists with candidate with PAT testing and interviews for department onboarding.
- Works independently and within a team on projects.

VII. NON-ESSENTIAL JOB FUNCTIONS:

- Attend special events when necessary.

VIII. WORK ENVIRONMENT:

Exposure to the following environmental conditions are required for this job.

		Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
	None			
Wet humid conditions (none-weather)		X		
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

IX. MANUAL DEXTERITY:

Both fine and gross hand manipulation are required to perform essential job functions. Gross hand manipulation is utilized to grip a series of files and reposition a keyboard to different computer stations and transport binders, books, storage boxes, chairs, and boxes of paper to storage or printing areas. Fine finger dexterity is required to hand write notes, fill out forms, type reports, letters, and memos, input data in computer, and document information needed for day to day tasks.

X. PHYSICAL DEMAND ANALYSIS:**MATERIAL HANDLING ACTIVITIES**

Tasks	Weights	Frequency	Performance
LIFTING	Up to 5 lbs.	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of shoulder level.
	6-10 lbs.	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs.	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs.	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26-50 lbs.	O	Stacks of books, binders, boxes from floor to waist level.
	51-75 lbs.	N	
	76-100 lbs.	N	
	Over 100 lbs.	N	
CARRYING	Up to 5 lbs.	F	Books, papers, pens, pencils, telephone, keyboard, file folders, cartridge ribbon cases, telephone, calculator from waist to maximum of
	6-10 lbs.	F	Books, binders, boxes from waist to maximum of shoulder level.
	11-20 lbs.	F	Books, binders, boxes from waist to maximum of shoulder level.
	21-25 lbs.	O	Stacks of books, binders, boxes from waist to maximum of shoulder level.
	26-50 lbs.	O	Stacks of books, binders, boxes from floor to waist level.
	51-75 lbs.	N	
	76-100 lbs.	N	
	Over 100 lbs.	N	
PUSH/PULLING	Up to 5 lbs.	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	6-10 lbs.	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	11-20 lbs.	F	File cabinet drawers to retrieve and return files and move chair from one work station to another.
	21-25 lbs.	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	26-50 lbs.	O	Move boxes of files to clear work area and move boxes of computer paper on carpeted and tile areas, 10' to 20'.
	51-75 lbs.	N	
	76-100 lbs.	N	
	Over 100 lbs.	N	
N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%			

NON-MATERIAL HANDLING ACTIVITIES

Tasks	Frequency	Performance
CLIMBING	O	Use three step stool or six step ladders to retrieve materials, books, files, or office supplies from upper shelves and building entrance stairs.
BALANCING	C	Telephone, books, files, binders, folders, pens, pencils, papers, stapler, stapler remover, paper clips, envelopes, markers.
STOOPING (Bending at waist)	F	Open file drawers to retrieve files below waist level sitting or retrieve, books from floor area or pickup materials that fall down to floor area.
KNEELING (one or both knees)	O	Retrieve things that fall on the floor, retrieve files from lower filing cabinets, or as needed to plug into electrical outlets
CROUCHING (bending at hips/knees)	F	Filing and lifting boxes, open file drawer at bottom section, to clear space removing a box on floor area, or empty boxes of computer paper and stacking them.
CRAWLING	O	Under desk to plug computer, tower, and printer.
REACHING	C	Open drawers and retrieve files and documents, partial to full arm extension, reach above head to retrieve supplies, to answer telephone, type letters, retrieve books and binders, using computer mouse.
TWISTING/TURNING (rotation)	C	180 degrees at waist level to access printer, retrieve files, materials, office supplies, assist the public, sitting at desk within work station, answering the telephone, typing, opening drawers, sitting and standing up to 180 degrees at neck, waist and shoulder level.
HANDLING (manipulated objects)	C	Boxes of files, clerical supplies, telephone, ink cartridges, pens, pencils, papers, folders, and calculator to relay and procure information, using computer mouse, both hands to grip files and books exerting moderate force.
STANDING	C	Making copies, filing, sorting mail, greeting the public, faxing documents, retrieve clerical supplies, books, at shoulder level, opening file drawers, pick up and deliver documents.
WALKING	F	Retrieve paperwork within office and other offices within department up to 50 walking to copy room to make copies, within office doing job duties, walking to storage area, walking to bathroom, meetings, employee lounge, to file room for filing employee information.
SITTING	C	Typing letters and reports on computer key board or typewriter, attending meetings, sorting mail, answering telephone, greeting the public, reviewing files and other paper work, opening drawer to retrieve files.
FINGERING (finger dexterity)	C	Typing letters and reports on computer key board or typewriter, using 10 key calculators by touch, hand writing messages and notes, inputting data in computer, statistical reports, filing, and reviewing files, and using computer mouse, rolodex, tape dispenser.
GRASPING (whole hand activities)	C	Office supplies, equipment, file boxes, reams of paper, telephone, files, books, pens, pencils, letter opener, stapler, stapler remover, file drawer, papers, computer keyboard and mouse, letter stand, ruler, tape dispenser,
N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%		

I _____ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Signature

Date