

CITY OF RICHARDSON

JOB TITLE: **FIRE MANAGEMENT TECHNICIAN** APPROVED: _____
DEPARTMENT: FIRE
CLASS CODE: 01425
CIVIL SERVICE: X NON-CIVIL SERVICE: EFFECTIVE: 4/30/13
COMPETITIVE: X NON-COMPETITIVE:
EXEMPT: NON-EXEMPT: X
FULL TIME: X PART-TIME:

JOB SUMMARY:

Under supervision of a Chief officer, perform specialized secretarial, clerical, and technical work requiring knowledge of fire department operations. Provide back-up to Fire Management Analyst and other fire management technical staff. Perform other related work as required.

ESSENTIAL JOB FUNCTIONS:

Perform clerical and technical functions requiring considerable discretion and specialized knowledge of Fire Department operations. Answer large volumes of telephone calls and direct appropriately. Deal effectively with the public, via telephone, electronic mail, and in person, and direct them as necessary. Communicate courteously and effectively with other City employees, officials, and the public, verbally and in writing, in English. Work under pressure to meet deadlines. Set and coordinate appointments for administrative officers and shift personnel. Register personnel for conferences and seminars and make travel arrangements when necessary. Sort, track, and distribute mail and package deliveries. Correctly create and type letters, memos, forms, charts, standard operating procedures, etc. for multiple departmental employees with minimal instruction. Accurately track information in spreadsheets and reports including fire, emergency medical, and inspection reporting systems. Perform work with Microsoft Office software and create Power Point or other types of presentations for executive staff. Create illustrations for the annual budget and various reports, charts, and tables. Create invitations and brochures for Fire Department special events and public education as required. Be able to understand, enter/retrieve data from payroll and inventory systems. Process monthly department credit card expenditures on computer. Search files, assemble information, compile statistics and maintain statistical records. Assist Fire Department employees with general computer questions or direct them accordingly. Accurately maintain and file reports and records. Maintain files based on current records management retention schedule, and process Fire Department documents for records management microfilm/storage. Track/order office supplies/equipment for department personnel. Assist with ordering, receiving, inventory and distribution of uniforms, equipment and supplies. Prepare documents to satisfy open records requests, collect fees for permits, distribute forms, collect documents for plan review, distribute plan documents, and deposit fees collected with the finance department. Prepare statements and be able to calculate fees required from a fee schedule. Retrieve data from incident reporting systems. Conduct research for development of departmental programs, budget and other operational needs. Maintain confidentiality when applicable and adhere to all rules and regulations of the department and the City. Send and receive printing requests as needed. Sort and distribute personnel information. Maintain employee information in computer databases. Maintain address updates in department records and notify Human Resources of changes. Order name tags, fuel cards, and business cards for FD Administration personnel. Prepare and mail materials related to public relations and other fire department activity. Process billing information for reimbursement due to department services or events. Track employees who are on extended sick leave and complete required reports. Process payroll, accounts payable payments, and enter requisitions in AS400 system. Process worker's compensation, FMLA and related supplemental forms. Accept/issue receipts and balance petty cash. Plan and attend department-related meetings as needed. Transcribe, format and distribute staff meeting minutes as well as for other department meetings as required. Provide back up for other department administrative staff when needed. Operate and maintain binding, fax, laminating, printing and copy machines. When applicable, seek out additional work without direct supervision; follow through on regular/daily assignments and keep supervisor informed of activity. Recognize the need for supervisory assistance when needed. Insure the accuracy of fiscal transaction records pertaining to department. Notarize various documents as needed. Work for long periods of time in a sitting position, including extended periods using computers. Lift, carry, drag, hold, pull, and/or push documents/material, file boxes, and paperwork weighing up to 35 pounds. Move from one work area to other location to work with employees to provide, perform, or offer assistance when requested. Become certified as a Basic Fire Inspector when assigned and be able to answer Fire code related questions and assist on field inspections as needed.

CITY OF RICHARDSON

Page 2 (cont.)
Job Description
Fire Management Technician

OTHER JOB FUNCTIONS:

Maintain an instruction manual of all job functions to assure adequate instruction for backup personnel to operate in your absence.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES:

Associate degree or 60 college hours in a related field required. Bachelor's degree in related is preferred. Notary Public certification required within six months of appointment. Obtain Basic Fire Inspector certification when assigned.

EXPERIENCE, TRAINING KNOWLEDGE, AND SKILLS

Three years experience desired in general administrative work, or equivalent experience in a public safety related field; Must have abilities to: type; use personal computer including proficiency in Microsoft Word , Excel, Powerpoint, fire incident and emergency medical reporting software; create brochures, invitations, fliers, illustrations, charts, and other computer art as required; learn and work with new computer programs as needed; calculate costs for permits and fees; understand and apply modern office methods, procedures, and equipment; plan, schedule and work independently in the absence of specific instructions or supervision; operate and maintain various office machines. Must be able to take and transcribe meeting minutes accurately. Must be able to read, write and communicate courteously and effectively, verbally and in writing, with departmental personnel, other city employees, and the public, in the English language. Must be able to use tact and diplomacy, maintain confidentiality when appropriate and establish and maintain effective working relationships. Must be able to maintain mental focus and function effectively with job flexibility in a team environment.