**City of Mascoutah**

**JOB DESCRIPTION**

**Title:** Office Supervisor - Fire

**Department:** Administration

**Reports to:** City Manager

**Status:** Full-Time

**Supervision Duties:** N/A

 **QUALIFICATIONS:**

* Knowledge of accepted local government principles and practices, business/government correspondence formats, and filing/record systems.
* Knowledge of fire department policy and functions.
* Knowledge of telecommunication policies, procedures, and the ability to perform telecommunication techniques and operate telecommunication equipment.
* Knowledge of administration policies, procedures, and practices as necessary to the position.
* Must be proficient in the use of computers, office equipment, related software, and department equipment/tools.
* Customer service oriented.
* Capable of handling stress and pressure.
* Successful completion of a thorough background investigation, including no felony convictions or misdemeanor convictions concerning issues of ethics or moral turpitude.
* Ability in handling confidential information while adhering to laws concerning non-disclosure of confidential or legally protected information.
* Ability to establish and maintain effective working relationships with Fire Chief, Assistant Fire Chief, support staff, and other departments/agencies position interacts with.

**EDUCATION AND EXPERIENCE:**

* High school diploma or equivalent.
* Two years related work experience

**RESPONSIBILITIES AND DUTIES** (other duties may be assigned)**:**

* Preparing, composing, and distributing, as applicable, a variety of written materials including Staff reports, memoranda, correspondence, resolutions, ordinances, summaries, annual reports, purchase orders, and facsimiles, using their own initiative regarding administrative matters and general office policies for supervisor’s approval.
* Prepares, submits, and maintains fire department reports on incidents and training.
* Records and files apparatus maintenance and repair records.
* Coordinates official meetings, physicals, and training events; prepares and posts agendas and minutes as applicable.
* Sets up and maintains office systems including file maintenance of various records, files, forms, and/or related department materials and documentation received, reviewed, prepared, and/or distributed.
* Reviews and maintains the Fire Department’s website and social media.
* Develops and coordinates a fire prevention and public education program.
* Manages multiple calendars, including the Fire Chief’s, simultaneously as assigned.
* Makes travel and training registrations and arrangements; completes required forms for Fire Department staff and distributes such accordingly.
* Provides excellent customer service to internal and external customers on the telephone and in person.
* Assists in the development and implementation of the Fire Department budget.
* Reviews purchase orders and invoices for accuracy, cross-references relevant documentation, resolves discrepancies, and processes purchase orders and invoices for payment.
* Perform duties as Fire Department FOIA Officer.
* Receives, processes, and distributes incoming mail.
* Orders office materials and supplies to maintain sufficient inventories and perform.
* Provides administrative support to the Fire Chief or his appointee(s).
* Participate with Emergency Management when the need arises with the duties assigned.
* Various other duties as assigned.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

* A valid driver’s license.

**PHYSICAL DEMANDS:**

* Requires ability to climb and reach minimally.
* Requires ability to lift from floor to overhead storage up to twenty-five pounds (supplies).
* Requires ability to reach shelving up to eight feet with use of a step ladder.
* Requires ability to stretch and move body joints in the process of bending, stooping, kneeling, or reaching without assistance from another.
* Ability to sit continuously; stand, walk, squat, bend, hear, reach, and grasp occasionally.

**WORK ENVIRONMENT:**

* Ability to perform job duties during stressful situations.
* Employee is not exposed to any adverse environmental conditions.

This job description purpose is to indicate the types of tasks and difficulty levels needed for this position. It is not intended to state specific duties and responsibilities or to limit the control of a supervisor to assist, direct or assign work of employees under their supervision. This document will not exclude other duties not stated herein.