

# Help Wanted: New Bedford Fire Department Administrative Assistant

CITY OF NEW BEDFORD

ADMINISTRATIVE ASSISTANT \$46,420 – \$56,620

FIRE DEPARTMENT

Manages the office staff including Fire Prevention; organizes workloads and develops new work processes to increase efficiency of the administrative functions within the department.

Assists the Chief and Deputy Chief in creating and disseminating administrative orders and directives. Performs confidential functional support of disciplinary actions taken and investigations conducted. Assists the Chief in the development of the department budget and tracking the ongoing financial performance through monthly tracking reports and projections.

Provides administrative assistance to the Chief in meeting management goals; prepares agendas and records action items for various meetings; prepares administrative policies as assigned. Develops, recommends and implements office systems to improve the efficiency of the department operations with a primary focus on automated systems.

Directs the human resource functions of the department including time-off tracking, collective bargaining agreement compliance and annual documentation. Prepares a variety of reports and related information in support of the performance goals of the department. Prepares reports and required documentation in support of the departments ongoing grant programs.

Knowledge equivalent to a Bachelor's degree in public administration, political science, human resources, business management or closely related field, and two years of related experience; or any equivalent combination of education and progressively responsible experience. Knowledge of municipal management and operations, financial reporting, automated office systems and procedures, office administration. Must be highly skilled in computer programs such as Excel, PowerPoint and Word. Ability to effectively meet and deal with employees, City officials, supervisors and the general public, ability to communicate effectively verbally and in writing; ability to handle stressful situations.

For application/complete job description, please visit **[www.newbedford-ma.gov](http://www.newbedford-ma.gov)** or contact the Personnel Dept., 133 William St., Room 212, 508-979-1444. New Bedford has a residency requirement. EEO

APPLICATION DEADLINE: NOVEMBER 14, 2014