



SHREWSBURY FIRE DEPARTMENT

The Shrewsbury Fire Department is now accepting applications
for the position of:

Executive Assistant to Fire Chief

Application Deadline: Wednesday October 5, 2022

POSITION DESCRIPTION: Serves as the executive assistant to the Fire Chief and is the department's custodian of records for all fire, EMS, and life safety activities. Assists the Fire Chief with various administration and finance duties. The work is performed under the direct supervision of the Fire Chief; however, the employee is empowered to act within the mission of the department as outlined in the department's guiding principles.

SALARY: Starting Annual Salary \$46,222 to \$49,037 DOQ

CURRENT BENEFIT PACKAGE:

- Nine (9) paid holidays per year
- Two (2) personal days per year
- Two (2) weeks paid vacation
- Paid sick leave
- Paid Retirement Program
- Paid Medical Benefits Program for employee and family
- Disability Plan
- Life Insurance
- Family Leave
- Emergency Leave
- Bereavement Leave

The benefits, etc. listed here are described based upon Chapter 110 of the Municipal Code in effect at the time this application was completed and are subject to change at any time by the governing body of the City of Shrewsbury.

Application packet including complete job description available online at: <http://www.cityofshrewsbury.com/jobs-shrewsbury.htm>

Or

May be picked up in person at:

Shrewsbury City Center - City Clerk's Office

5200 Shrewsbury Avenue Shrewsbury, MO 63119.

Available Monday – Friday 8:30 AM to 4:30 PM

MINIMUM REQUIREMENTS TO APPLY

- Associates Degree (Bachelor's Degree Preferred), in public administration, fire service administration, information technology, GIS, or closely related field required.
- Must have a minimum of three (3) years' work experience in an administrative/clerical field. Must have documented work experience with Microsoft Word and Excel programs.
- A valid driver's license

APPLICATIONS MUST BE SUBMITTED BY MAIL OR IN PERSON

HAND DELIVER TO:

City of Shrewsbury
City Clerk's Office
5200 Shrewsbury Avenue
Shrewsbury, MO 63119

MAIL TO:

City of Shrewsbury
Attention: Fire Department Exec. Asst.
5200 Shrewsbury Avenue
Shrewsbury, MO 63119

Hand delivered applications accepted Monday – Friday 8:30 AM to 4:30 PM

AA/EOE: The Shrewsbury Fire Department is an Affirmative Action/Equal Opportunity Employer. Females and minorities are encouraged to apply

CITY OF SHREWSBURY JOB DESCRIPTION

Job Title: Executive Assistant to Fire Chief

Date Last Revised: September 20, 2022

Department: Fire

Reports to: Fire Chief / Director of Emergency Management

FLSA Classification: Non-Exempt

Paygrade and Range: Grade 9– Range \$46,222 to \$55,192

Job Summary:

Serves as the executive assistant to the Fire Chief and is the department's custodian of records for all fire, EMS, and life safety activities. Assists the Fire Chief with various administration and finance duties. . The work is performed under the direct supervision of the Fire Chief; however, the employee is empowered to act within the mission of the department as outlined in the department's guiding principles.

Essential Duties & Responsibilities:

General

- Maintains productive working relationships with department staff, elected officials, and members of the public.
- Serves as primary clerical support to the Fire Chief.
- Maintains calendar, schedules appointments, responds to invitations and schedules interviews.
- Attends meetings of applicable commissions, boards and committees, complies and types agendas.
- Prepares minutes of meetings, prepares files and forwards action requests / directives to the proper department.
- Transcribes correspondence, composes routine correspondence, and types a variety of reports and materials.
- Assist with hiring and promotional processes.
- Process, prepare, and track work orders and service requests for the station, apparatus, and equipment.
- Maintain Employee information.

Administration and Finance

- Works closely with the Fire Chief to formulate, maintain, evaluate and balance the department's operating and capital budget, including enhancements and replacements.
- Prepares and submits statistical, financial, and budgetary reports to the Fire Chief on an ongoing basis to track expenses.
- Prepares payroll time sheets, personnel action forms and other personnel reports. Creates and maintains spreadsheets for payroll and leave time for balance with City accounts.
- Performs purchasing, receiving, issuing, budgeting and inventory functions for a variety of supplies including but not limited to, personnel uniforms, station furniture; appliances and office equipment.

- Ensures compliance with the City Finance Department's procurement procedures and policies. Works with the Finance Department to write specifications for items and services to be purchased. Corresponds with vendors to obtain price quotations and resolve issues. Evaluates bids and recommends appropriate vendors. Tracks items received against purchase orders to provide a basis for balance sheet transfers. Monitors back orders to ensure completion of purchases.

Fire, EMS, and Life Safety

- Prepares various reports involved in the fire and ambulance activities including statistical data, inspection reports and code violations, fire prevention fees and fines, false alarm violations, and ambulance billing.
- Assists Fire Chief in monitoring performance measures and researching continuity with industry best practices.
- Reviews data entered in various Fire, EMS, and Training software for accuracy and continuity.
- Maintains patient information in accordance with the City's privacy policies, procedures, and practices, as required by federal and state law, and in accordance with general principles of professionalism as a health care provider.
- Review and process EMS reports for invoicing and HIPAA compliance. Researches information such as insurance, Medicaid and Medicare validity.
- Works directly with EMS billing agency for collection of ambulance fees and processing of accounts receivable.
- Submits fire reports from department's records management system to the National Fire Incident Reporting System (NFIRS), through the State of Missouri and U.S. Fire Administration. Checks for validity and keeps accountability of the same.
- Submits EMS Reports from the fire department's records management system to the National EMS Information System (NEMSIS) to the State and Federal NEMSIS databases. Checks for validity and keeps accountability of the same.
- Schedules Fire Safety and Public Education classes for the department, other city agencies and the general public.

Emergency Management

- Maintains and tracks finances when called to an emergency incident as part of an Incident Management Team operating under the Finance Section of the Incident Command Structure (ICS). In addition, initiates invoices and billing for mutual aid deployments when required due to disaster declarations.

Essential Knowledge, Skills, and Abilities:

- Mission, vision, and guiding principles of the Shrewsbury Fire Department.
- General knowledge of the City of Shrewsbury.
- Ability to make independent decisions in accordance with rules, regulations, and policies.
- Ability to handle sensitive information in a confidential manner.
- Analyze, interpret, and report research findings and recommendations.
- Read and comprehend complex legal, regulatory, procedural, and policy material.
- Knowledge of the principles, methods, and practices of administration in the public or private sector, finance, budgeting, and accounting.
- Develop and implement clerical procedures from general instructions
- Observe, compare and monitor data to determine compliance with prescribed operating standards
- Knowledge principles and practices of statistical analysis on various business documents, reports and findings, research techniques and methods.
- Skills in office equipment including computer applications used for creating documents, spreadsheets, presentations and publications.
- Skills in creating forms for collection and standardization of information using Microsoft Word and Adobe Acrobat.
- Must have excellent knowledge and skills in using the Internet/Intranet to collect and disseminate information.
- Ability to produce documents with clearly organized thoughts using proper sentence construction, English usage, vocabulary, punctuation, spelling and grammar.
- Operate as an effective member of a team as outlined in the department's chain of command.
- Must have exceptional organizational skills and the ability to effectively establish priorities and complete multiple, competing and time-dependent projects with superior attention to detail.
- Must be willing to attend classes in related fields to upgrade skills and knowledge.
- Ability to provide exceptional customer service and outstanding professionalism.
- Ability to establish and maintain effective working relationships with Department personnel, city officials and the general public.
- Ability to regularly plan, set up, and attend Departmental meetings, functions, and events, sometimes after hours.
- Ability to communicate and deal effectively with the public, citizens and co-workers in a professional, empathetic and positive manner.
- Ability to operate office equipment, i.e., computer, calculator, copier, and fax and postage machines as well as multi-functional and networking devices.
- Ability to accurately account and track budgetary expenditures of the Department and produce monthly reports reflecting such.
- Maintain accurate records and prepare clear and concise reports and other written materials.
- Display an attitude of cooperation and the ability to work well with others.
- Read, write, and speak in an articulate and professional manner.

Education Licensing and Certification Requirements:

- Associates Degree (Bachelor's Degree Preferred), in public administration, fire service administration, information technology, GIS, or closely related field required.
- Must have a minimum of three (3) years' work experience in an administrative/clerical field. Must have documented work experience with Microsoft Office suite of programs.
- A valid driver's license

Department Members in this classification must maintain the following licenses and certifications:

(If not currently certified in the following, training will be provided by the department. To be completed within 12 months of hire date)

- National Incident Management System (NIMS) certification levels
 - 100 Introduction to the Incident Command System
 - 200 ICS for Single Resources and Initial Action Incidents
 - 700 National Incident Management System, An Introduction
 - 800 National Response Framework, An Introduction
 - NIMS ICS All-Hazards Finance/Administration Unit Leader Course (E/L-0975)
- NFIRS Program Management
- NEMSIS Program Management
- ARC GIS online editor qualifications

Tools and Equipment Used:

- Standard office equipment, including a computer.
- May drive a standard passenger size department owned vehicle.

Work Environment & Physical Demands:

- Work is usually performed in an office environment with moderate noise level; Constantly requires sitting at a desk or computer terminal for long periods of time and ability to lift 15 lbs.;
- Constantly requires clarity of speech and hearing, which permits the employee to communicate effectively with the public and other department members;
- Constantly requires clear vision to read printed materials and computer screen to accomplish work;
- Constantly requires repetitive movement of the wrists, hands, and/or fingers;
- Constantly requires enough personal mobility and physical reflexes, which permits the employee to function in a general office environment to accomplish tasks.
- Occasionally may require assisting with and attending Department sponsored special events or activities after hours; at various public venues.

Travel Requirements:

- Travels by car or air to classes and seminars, sometimes driving a fire department vehicle

Disclaimer:

Must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

To comply with the Americans Disability Act (ADA), the City may make reasonable accommodation for qualified individuals with disabilities to enable them to perform the essential job functions.



SHREWSBURY MISSOURI FIRE DEPARTMENT

APPLICATION PACKET

Executive Assistant to Fire Chief / Information Management Specialist

Application Deadline: Wednesday October 5, 2022

Thank you for your interest in the position of with the Shrewsbury Fire Department. The application process for this important position is a key component in ensuring that we meet your expectations as an employer and that your personality, skills, and work ethic meet our expectations of community fire and emergency services.

APPLICATIONS MUST BE SUBMITTED BY MAIL OR IN PERSON

- **HAND DELIVER TO:** City of Shrewsbury
City Clerk's Office
5200 Shrewsbury Avenue
Shrewsbury, MO 63119.

Hand delivered applications accepted Monday – Friday 8:30 AM to 4:30 PM

- **MAIL TO:** City of Shrewsbury
Attention: Fire Department Exec. Asst. Applications
5200 Shrewsbury Avenue
Shrewsbury, MO 63119

APPLICATION SUBMITTAL MUST INCLUDE THE FOLLOWING:

- Completed and signed Shrewsbury Fire Department Application for Employment
- Copy of High-School Diploma or Completion of General Education Certificate (GED)
- Copy of Associates degree or higher. (Transcript will be requested upon background interview.)
- Copy of state issued motor vehicle operator's license,
- Military discharge DD214, indicating the type of discharge (If applicable)
- Copies of diploma or transcript for any education listed on your application
- Copies of any professional licenses or certifications listed on your application

MINIMUM REQUIREMENTS TO APPLY

- Associates Degree (Bachelor's Degree Preferred), in public administration, fire service administration, information technology, GIS, or closely related field required.
- Must have a minimum of three (3) years' work experience in an administrative/clerical field. Must have documented work experience with Microsoft Word and Excel programs.
- A valid driver's license



SHREWSBURY MISSOURI FIRE DEPARTMENT

Non-Sworn Application for Employment

An Equal Opportunity Employer: Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, genetic information, sexual orientation, disability or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The Fire Department is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

Date of Application																		
How Did You Learn About Us?	<input type="checkbox"/> Advertisement	<input type="checkbox"/> Website																
	<input type="checkbox"/> Friend	<input type="checkbox"/> Inquiry																
	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____																
<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 33%;">Last Name</td> <td style="border: none; width: 33%;">First Name</td> <td style="border: none; width: 33%;">Middle Name</td> </tr> <tr> <td style="border: none;">Address</td> <td style="border: none;">City</td> <td style="border: none;">State</td> </tr> <tr> <td colspan="2" style="border: none;"></td> <td style="border: none;">Zip Code</td> </tr> <tr> <td style="border: none;">Primary Contact Telephone Number</td> <td colspan="2" style="border: none;">E-mail Address:</td> </tr> <tr> <td colspan="3" style="border: none; text-align: center;">Desired Salary</td> </tr> </table>				Last Name	First Name	Middle Name	Address	City	State			Zip Code	Primary Contact Telephone Number	E-mail Address:		Desired Salary		
Last Name	First Name	Middle Name																
Address	City	State																
		Zip Code																
Primary Contact Telephone Number	E-mail Address:																	
Desired Salary																		

GENERAL INFORMATION	YES	NO
Have you ever filed an application with the City of Shrewsbury before? If yes, give position and date of application:	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been employed with the City of Shrewsbury before? If yes, give position and dates:	<input type="checkbox"/>	<input type="checkbox"/>
Do any of your relatives or friends work for the City of Shrewsbury? If yes, who? What department?	<input type="checkbox"/>	<input type="checkbox"/>
Do you know any member of the Shrewsbury Fire Department? If yes, who and in what capacity?	<input type="checkbox"/>	<input type="checkbox"/>
Are you currently employed?	<input type="checkbox"/>	<input type="checkbox"/>
May we contact your present employer?	<input type="checkbox"/>	<input type="checkbox"/>
Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? (Proof of citizenship or immigration status will be required upon employment)	<input type="checkbox"/>	<input type="checkbox"/>
Have you been convicted of a crime (misdemeanor or felony)? If yes, please attach additional sheets. explain fully (dates, jurisdiction, charge, sentence, disposition, etc.)	<input type="checkbox"/>	<input type="checkbox"/>

If you need additional space for any section, please attach as a separate sheet of paper. Be certain to include all requested categories of information from that section.

EDUCATION				
	Name & Address of School	Course of Study	# of Years Completed	Diploma / Degree Received
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and/or extra-curricular activities

Military Experience		YES	NO
Have you ever served, or are you currently in the United States Military? (if applicable please provide a copy of Form DD-214 indicating type of discharge. And include service information in employment section below.		<input type="checkbox"/>	<input type="checkbox"/>
Describe any job-related training received in the United States military:			

Professional Licenses and Certifications		YES	NO
Do you have a valid Motor Vehicle Operators License? If Yes:		<input type="checkbox"/>	<input type="checkbox"/>
State of Issue	Date of Expiration		
Do you have 3 years work experience in and administrative / clerical field? Please describe below:		<input type="checkbox"/>	<input type="checkbox"/>
Do you have documented work experience with Microsoft Office Suite. Please describe below:		<input type="checkbox"/>	<input type="checkbox"/>
Please list any additional licenses or certifications you feel are applicable			

EMPLOYMENT EXPERIENCE			
Start with your present or last job. Include any military service assignments and volunteer activities for the last seven (7) years. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. If you need additional space, please continue using a separate sheet of paper. Include all information elements requested in this section.			
1	Employer	Dates Employed	
		From	To
	Address		
	Phone Number (s)	Hourly Rate / Salary	
		Starting	Final
	Job Title		
	Supervisor	Phone Number	
	Reason for Leaving		
Work Performed / Duties			
2	Employer	Dates Employed	
		From	To
	Address		
	Phone Number (s)	Hourly Rate / Salary	
		Starting	Final
	Job Title		
	Supervisor	Phone Number	
	Reason for Leaving		
Work Performed / Duties			

EMPLOYMENT EXPERIENCE				
3	Employer		Dates Employed	
			From	To
	Address			
	Phone Number (s)		Hourly Rate / Salary	
			Starting	Final
	Job Title			
	Supervisor	Phone Number		
	Reason for Leaving			
	Work Performed / Duties			
	4	Employer		Dates Employed
From				To
Address				
Phone Number (s)		Hourly Rate / Salary		
		Starting	Final	
Job Title				
Supervisor		Phone Number		
Reason for Leaving				
Work Performed / Duties				

REFERENCES				
Please Provide 3 professional references				
1	Full Name		Relationship	
	Company		Phone Number	
	E-Mail address		Years Known	
2	Full Name		Relationship	
	Company		Phone Number	
	E-Mail address		Years Known	
3	Full Name		Relationship	
	Company		Phone Number	
	E-Mail address		Years Known	

APPLICANT'S STATEMENT

- 1) I certify that all statements included on this application are true and complete to the best of my knowledge.
- 2) I understand that any falsification, misrepresentation or omission of facts called for herein will be reasonable cause for rejection of my application for employment. In the event I am employed, I understand that I may be terminated from employment in the event of any falsification, misrepresentation or omission of facts called for herein.
- 3) I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
- 4) I authorize any person, organization or company listed on this application to furnish to the City of Shrewsbury any and all information concerning my previous employment, education, professional certification or licensure, and qualifications for employment, and hereby release any such person, organization or company from any liability that may result from furnishing such information.
- 5) I authorize the City of Shrewsbury to obtain a copy of my criminal record from any law enforcement agency for use in processing this application.
- 6) I understand that should I be chosen to continue in the hiring process beyond the oral Interview process, a more thorough criminal, professional, and personal background screening investigation will be conducted as part of the hiring process. This may include a credit check in compliance with the Fair Credit Reporting Act (FCRA) regulations. If so, I will be provided additional forms for this purpose
- 7) I understand that pursuant to Missouri state law, and in accordance with Federal requirements, the City of Shrewsbury participates in the E-Verify Program to verify the eligibility of every newly hired employee to work in the United States.
- 8) I understand and that, unless otherwise defined by applicable law, any employment relationship with the Shrewsbury Fire Department is of an **"at will"** nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time **with or without cause**. It is further understood that this **"at will"** employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized representative of the City of Shrewsbury.

JOB DESCRIPTION ACKNOWLEDGEMENT	YES	NO
Have you been provided with the job description for the position of Executive Assistant to Fire Chief / Information Management Specialist? (If no, do not answer the following question)	<input type="checkbox"/>	<input type="checkbox"/>
To the Best of your knowledge, would you be able to perform all the essential duties, responsibilities, and job tasks listed in the Executive Assistant to Fire Chief / Information Management Specialist job description with or without reasonable accommodations?	<input type="checkbox"/>	<input type="checkbox"/>

By signing your application, you are indicating you understand and agree to the information above.

Signature of Applicant	Date