



Wellington Fire Protection District

Official Job Description

General Support Specialist

FLSA Status: Non-Exempt Part-Time

Reports To: Fire Chief

Pay Range: \$22.00 to \$26.00 per hour

SUMMARY

This position is responsible for a high level of administrative support. Supports the functional area in preparing and distributing agendas for Board meetings; taking and preparing detailed meeting minutes; posting and tracking legal notices; typing and compiling reports and correspondence; maintaining consistency in processes; assisting with accounts payable and receivable processes; maintaining data in organizational systems; filing; answering telephones; responding to and assisting internal and external customers.

Essential Job Functions

- Performs a variety of office administrative functions, such as preparing correspondence and reports, taking notes and/or recordings of meetings, processing mail, telephone and in-person reception, and filing.
- Provide customer and staff support.
- Communicate effectively, both verbally and in writing.
- Comprehend and make inferences from written materials and from maps.
- Operate standard office equipment (e.g., computers, copiers, printers, calculators, etc.).
- Compose memos, outgoing correspondence, presentation materials and other documents.
- Work independently and in groups.
- Perform basic math calculations.
- Effectively perform multiple tasks and meet deadlines under pressure, potentially with interruptions.
- Learn the organizational, procedures, and operating details of the District.
- Assist with tracking, monitoring, and inputting for payment District invoices.
- Intermediate level knowledge of Microsoft Office Suite and computer skills: including word processing and spreadsheet programs.
- Coordinating calendars and scheduling meetings.

SUPERVISION RECEIVED

Works under the general direction of the Fire Chief.



Wellington Fire Protection District

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and abilities required to perform the necessary functions of this position.

EDUCATION, EXPERIENCE, LICENSES & CERTIFICATIONS

- Associate Degree (two-year degree) or certification program of comparable length.
- Two (2) years of increasingly responsible administrative support work experience; or High School Diploma/GED with equivalent combination of experience, education, and training for a total of four years is preferred. WFPD will consider any equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications.
- Valid Driver's License

LANGUAGE SKILLS

Ability to read, analyze, and interpret complex documents. Ability to respond effectively to inquiries or complaints with appropriate discretion and professionalism. Attention to detail, precision, and organizational planning skills are necessary.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Knowledge of office procedures, with emphasis on organizing workflow and word-processing and administrative procedures including planning, budgeting, personnel, and report preparation.
- Knowledge of office software including Microsoft Word, Excel, Outlook, PowerPoint, and Adobe products.
- Knowledge of and ability to operate office equipment including copier, computer, phone system, calculator, and printer.
- Ability to analyze various data and draw reasonable conclusions.
- Ability to communicate clearly and concisely, both verbally and in writing.
- Ability to manage complex projects and resources, highly organized, and capable of creating organizational systems that others easily utilize.
- Must possess excellent interpersonal skills with the ability to communicate with the public in a pleasant, tactful, and courteous manner.



Wellington Fire Protection District

- Maintaining composure in dealing with authorities, executives, staff, and the public, occasionally under conditions of urgency and in pressure situations
- Handling and being exposed to sensitive and confidential information.
- Requires excellent time management skills and ability to multi-task and prioritize work.
- Distinctly dependable and trustworthy, with a strong and proven work ethic

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, and hear. The employee must have the ability to transport boxes of materials or supplies weighing up to twenty-five pounds; ability to drive as required by the position; ability to work safely.

WORK ENVIRONMENT AND GENERAL INFORMATION

- The work environment characteristics described here are representative of those an employee would encounter while performing the essential functions of this job.
- The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Significant post-offer evaluation inclusive of criminal and employment background, drug screening, and driving history.