



Job Announcement

ADMINISTRATIVE ASSISTANT

The Miami Valley Fire District is a dedicated fire and emergency medical services department that protects and provides dynamic service to the citizens of the City of Miamisburg and Miami Township, in Montgomery County, Ohio, a population of over 50,000 people. Miami Valley Fire District is a progressive department that is comprised of 68 firefighter/paramedics, serving from five fire stations, and responding to 10,300 calls for service annually.

Position Overview

The Administrative Assistant/Secretary is a non-exempt full-time position. This position typically works within the hours of 8:00 am to 4:30 pm, Monday through Friday; however, this schedule may be adjusted to meet business needs.

The Administrative Assistant, under the general supervision of the Fire Chief, is responsible for completing the day-to-day administrative work of the District, delivering outstanding customer service, communicating appropriately with internal and external contacts, operating office equipment, and assisting the administrative staff as needed.

The general duties include, but are not limited to, greeting visitors and employees who enter the administrative offices; assisting the Human Resources Administrator with various information and/or tasks; serve as the IT liaison for the Fire District, perform various payroll and accounts payable related activities in conjunction with the Human Resources Administrator, Fiscal Manager, and Fire Chief.

This individual will also serve as the Board of Trustees Clerk and perform various compliance related activities as assigned by the Fire Chief.

This is a public service position based on trust and credibility. It is a critical requirement of this position to make responsible decisions and to display the ability to perform in a manner that does not damage or endanger the loss of trust with the Board of Trustees, the public, the Fire Chief, co-workers, and other public safety forces.



Job Announcement

ADMINISTRATIVE ASSISTANT

(Page 2)

Qualifications & Requirements:

- High school diploma or equivalent (G.E.D.); and
- Associate's Degree in Human Resources, Personnel Management, Business Administration, Finance, Accounting or related field is preferred.
- Three (3) to five (5) years of experience in a similar position is preferred but a minimum of two (2) years is required; and
- Significant experience in customer service, which demonstrates the ability to communicate effectively both orally and in writing with vendors, staff and the public, and the ability to establish effective working relationships with the same; and
- Administrative experience with records related to payroll, budgets, personnel files, and employee benefits; and
- Ability to read and write fluently in the English Language; and
- Ability to communicate effectively both verbally and written; and
- Advanced mathematical skills including but not limited to addition, subtraction, multiplication, and division; and
- Attention to details, good organizational and time management skills; and
- Ability to define problems, collect data, establish facts, and draw valid conclusions, to make educated recommendations and decisions; and
- Ability to manage multiple projects with varied deadlines and prioritize work assignments in an organized, quality, and timely manner; and
- Works well with others or independently; and



Job Announcement

ADMINISTRATIVE ASSISTANT

(Page 3)

- Proficient with Microsoft Office Suite (Outlook, Word, Excel) to keep accurate and organized records and able to produce reports in a timely manner; and
- Ability to operate various office equipment, including but not limited to a: copy machine, fax machine, postage meter, and various computer software; and
- Understands the importance of and can maintain confidentiality; and
- Is punctual and has reliable attendance; and
- Demonstrate a work history of reliable attendance; and
- Possess a valid driver's license; and
- Able to fulfill the physical demands of the position.

*Equivalent or relevant work experience may be considered and substituted for part of the educational requirement.

Compensation & Benefits

The hourly wage range is \$16.83 – \$29.62 DOQ with an excellent benefits package. Applications and a full job description can be found at www.miamivalleyfiredistrict.org. Interested individuals should submit their application, resume and cover letter to Fire Chief, Brandon Barnett at emsfire@miamivalleyfiredistrict.org, "Re: Administrative Assistant". Applications are due by April 10, 2023. Review of applications will begin immediately with interviews to begin around April 24th and will continue until position is filled.

As a condition to a final offer of employment, a candidate must be able to pass a criminal background check, pre-employment physical and drug screen.

Disclaimer: Miami Valley Fire District considers all applicants for all positions without regard to race, color, religion, sex, gender, national origin, age, disability, veteran status, or any other legally protected status.