



**KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT**

*Seat 1: Tony Allen; Seat 2: Frank Conklin; Seat 3: Kenny Edge; Seat 4: George Mirabella; Seat 5: Danny Powers*

<b>KEY LARGO FIRE RESCUE &amp; EMERGENCY MEDICAL SERVICES DISTRICT</b>  <b>Job Description</b>		<b>EXECUTIVE ASSISTANT/CLERK</b>	
		<b>DATE OF REVISION</b>	<b>2/7/23</b>
<b>POSITION</b>	<b>Non-Exempt</b>	<b>Hourly Rate</b> \$	<b>BASED ON QUALIFICATIONS</b>
<b>LOCATION</b>	<b>Key Largo</b>	<b>Pay Range</b> \$	

**Basic Scope/Purpose:**

The Executive Assistant/Clerk provides a high level of professional administrative support to the Board of Commissioners and District administrative staff. This position is highly visible and is responsible for a wide range administrative duties.

**Reporting Responsibilities:**

The Executive Assistant/Clerk reports to the Chair or designee.

**Working Conditions:**

The Executive Assistant/Clerk will be mostly exposed to inside environmental conditions, with some exposure to outside conditions during training, assistance with field projects/studies, etc. The physical nature of this position is such that the person filling it will be expected to perform sedentary work with moderate to heavy work (exerting up to 20 lbs. of force to lift, carry, push, pull, or otherwise move objects).

**Essential Functions (Without Accommodations):**

1. Assist the Chair and staff in day-to-day organizational and office management tasks, such as project management, meeting scheduling, and filing of documents (paper and/or digital).
2. Provides specialized or technical services to administrative staff/Commissioners in official meetings, public functions, and public relations matters.
3. Attend all District Board Meetings and responsible for preparing board meeting material, monitor the flow of the meeting, record the meeting, and create and distribute official minutes.
4. Responsible for recording and maintenance of recordings of all publicly noticed meetings.
5. Performs special assignments, research, and report preparation.
6. Coordinates and arranges all District Travel, including but not limited to, airlines reservation, hotel reservation, car rental reservation, and event registration.
7. Assists in the development and articulation of policy positions and administrative procedures.
8. Takes telephone calls, emails, and other communications from the public.
9. Processes a variety of correspondence, investigates subject matter and prepares replies.



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10. Assist with competitive bid process.
11. Receive, route, and organize incoming internal and external communications.
12. Perform general HR functions and assists in maintaining personnel records.
13. Respond to inquiries from the public about specific KLFEMS information as the Public Records & Retention Officer.
14. Assist with the timely disposition of all District records in compliance with state schedules.

Since our organization is going to change to meet the needs of public, environmental conservation, and the District, you can expect, anticipate, and assume that your job description will change to meet these challenges.

### **Required Qualifications:**

1. Proficiency with Microsoft Office Suite applications, Adobe Acrobat, and operate general office equipment.
2. Two years of general office or secretarial experience.
3. Excellent verbal and written communication skills.
4. Ability to exhibit professional behavior at all times, in person, over the phone and through electronic communication toward the general public and staff.
5. Excellent organizational skills, detail-oriented with a proven record of accuracy, self-motivated, team-oriented, flexible, anticipatory, and problem-solving skills.
6. Ability to work independently and prioritize workload, taking initiative and ownership of responsibilities.
7. Experience and ability to maintain strict confidentiality with sensitive information using good judgement and discretion.
8. Ability to establish and maintain effective working relationships with others, at all levels within the District.
9. High School Diploma or equivalent.

### **Preferred Qualifications:**

1. Associates or Bachelor's degree.
2. Three years of executive assistance experience.
3. Experience with public records requests and records management.