

VILLAGE OF LAKE DELTON

DEPARTMENT OF PUBLIC SAFETY

Daniel D. Hardman – Director



Chief of Police
Daniel Hardman



**Fire Chief/ Emergency
Management Director**
Darren Jorgenson



EMS Director
Janene Clark

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FIRE & EMS COMMISSION OFFICE MANAGER

Applications are now being accepted to fill a vacancy for a full-time position as the Delton Fire and Dells-Delton EMS Office Manager.

Responsibilities: Managing of department records and maintaining the financial records for Delton Fire Department and Dells-Delton EMS. Providing clerical services to the Fire Chief and EMS Director to include handling confidential documents related to payroll, labor management, personnel matters, fiscal planning and internal affairs, complaints or investigations.

Salary: **\$19.50 – \$23.00** per hour. Salary is dependent on qualifications.

Benefits: Wisconsin retirement fund; Health insurance; Life insurance; Sick leave; Paid holidays; Vacation time

Qualifications: See attached job description.

Apply: Resumes accepted via email only

Contact: Nikki Foesch, Administrative Assistant
nfoesch@lakedeltonpd.org
608-254-7571

Deadline: **12:00 PM on Tuesday, January 22, 2019**

Notes: Testing; Oral interviews; Drug screening; Background investigation; AA/ADA/EOE.

JOB CLASSIFICATION

Fire and Emergency Medical Services Commission Office Manager

JOB DESCRIPTION AND GENERAL STATEMENT OF DUTIES

Under general supervision, the Fire and EMS Commission Office Manager will perform responsible work to ensure that the Fire Chief and EMS Director are provided with prompt and accurate clerical services including managing of department records and maintaining the financial records of both services. The Fire and EMS Commission Office Manager ensures that ranking officers are able to spend a maximum amount of work time performing managerial and/or supervisory duties by effectively handling as many clerical tasks as possible.

DISTINGUISHING FEATURES OF THE CLASS

The Fire and EMS Commission Office Manager performs confidential tasks to include receiving, compiling, processing, filing, and typing confidential information in the following areas: personnel, labor management strategy, performance evaluations, fiscal planning, internal affairs complaints, investigations and enforcement activities. In addition to handling confidential matters for the Fire Chief and the Ambulance Director, this position will also assist the Deputy Fire Chiefs and EMS Deputy Chiefs in the handling of confidential documents. This position also provides programming support to the Village Emergency Management Director with plan reviews, scheduling, administering grants and other administrative duties.

EXAMPLES OF WORK PERFORMED

The following are the fundamental job duties and responsibilities. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned by the Fire Chief or EMS Director:

- Ensures that the departments are provided with prompt and accurate information and financial statements for use in planning and decision making by researching and analyzing various issues including the identification of alternative solutions to various types of problems;
- Maintains a close and highly responsive relationship to the day-to-day work activities of the Fire and EMS departments;
- Performs various financial duties including processing payroll, billing, budget preparation, financial statements, record keeping, handling insurance claims and workers compensation issues;
- Composes and edits correspondence on a variety of subjects;
- Answers questions and provides information to resolve various problems including employee inquiries regarding insurance, payroll, retirement, etc.;
- Develops and/or revises departmental forms and office procedures so that the handling of information is efficient and effective;
- Performs work of a confidential nature including receiving, compiling, processing, filing and typing confidential information in the following areas: personnel, labor management strategy, performance evaluations, fiscal planning, internal affairs complaints, investigations and enforcement activities;
- Reviews and implements computer and procedural processes regarding office management needs;
- Prepares reports and materials relating to labor management strategy including working with personnel files, grievances, and contact with labor counsel and preparing costing information as directed;
- Schedules and attends Commission meetings, creates agendas and keeps meeting minutes

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated knowledge of the principles, practices and methods of a general business office environment. Knowledge of office terminology, procedures, equipment, business arithmetic, bookkeeping and use of the English language. Experience with the Workhorse computer software is beneficial. Familiarity with personnel, training and performance evaluations systems.

Skill in clerical aptitude, good judgment, tact, and courtesy. Skill in oral and written communications with both command and subordinate staff. Skill in employee performance counseling and evaluations.

Ability to use a computer system. Ability to use functional reasoning and apply rational judgment in performing diversified work activities. Ability to exercise the judgment, decisiveness and creativity required in situations involving a variety of duties subject to frequent changes. Must have the ability to manage confidential records and information without compromising information release.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS

1. High School diploma or equivalent;
2. Associates degree in Accounting, Finance or related field is preferred or two years of Bookkeeper/Business experience that focuses on office practices, and/or technology is acceptable; or any equivalent combination of experience and training which provides the knowledge, skills and abilities to perform the work.

ESSENTIAL JOB FUNCTIONS

While performing the duties of this job, the employee is frequently required to sit, talk or listen for long periods of time; use hands and fingers, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee must be in attendance at regularly scheduled hours and occasionally may be required to work long hours, beginning in the morning and continuing into the evening. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The employee should have vision corrected to be able to decipher 8-point type.

POSITION ACCOUNTABILITY

This job classification reports to the Director of Public Safety, Fire Chief and EMS Director.

The employee must sign a confidentiality agreement. If the employee violates said confidentiality agreement, the employee will be subject to administrative actions including up to termination.