

UNIFIED FIRE AUTHORITY JOB DESCRIPTION

JOB TITLE: Executive Assistant
SECTION: Office of the Fire Chief
DATE: April 2025

BASIC FUNCTION OF THE POSITION

Provides executive support for the Fire Chief/CEO and Executive Team and serves as the Clerk for the UFA and UFSA Board of Directors. Works as a member of Command Staff to plan, direct, and perform a wide variety of complex, sensitive, and highly visible programs and projects on behalf of the Fire Chief and Assistant Chiefs. Frequently interfaces with a variety of internal and external contacts, requiring considerable discretion and initiative. A key responsibility for personnel assigned to this position is to maximize the efficiency and effectiveness of the Fire Chief.

SUPERVISION RECEIVED

The Executive Assistant works under the supervision and direction of the Fire Chief.

SUPERVISION EXERCISED

None

PRINCIPAL RESPONSIBILITIES

The essential functions of this position include, but are not limited to, the following duties and responsibilities:

- Promotes and supports the mission and values of the UFA.
- Provides support to the CLO as needed.
- Creates and maintains business forms (tangible & electronic) for various divisions.
- Manages, orders, and tracks badges, rank hardware, and service coins.
- Handles multiple projects simultaneously (multitasks) while consistently producing quality results.
- Maintains & creates digital & physical systems for managing paperwork and projects; ensures the administrative office is in order.
- Identifies and acts on opportunities to increase efficiency within the department.
- Creates consistent, professional communication from the Chief, Chief Officers, and UFA. Supports Chief Officers in presenting UFA as a professional and intelligent organization.
- Manages projects, solves problems, and develops solutions while producing quality results. Utilizes internal and external resources to complete assignments.
- Reviews documents for consistency and proofreads to effectively convey messages between different individuals and agencies.

- Communicates effectively both verbally & written.
- Provides executive-level support to the Fire Chief:
 - Coordinates meetings and schedules, confirms appointments and meeting locations, avoids conflicts, and ensures supporting documents are prepared and accessible.
 - Supports and coordinates special events, open houses, and recognition of officials and community members. May be assigned as a member of the Customer Service Committee.
 - Manages travel arrangements, appointments, and meetings
 - Oversees official communication, including organizational chart, UFA letterhead, memos, and other official documents related to the Fire Chief's Office.
 - Reviews and prioritizes incoming correspondence, initiates appropriate replies, routes items for action by staff or other organizations, and follows up as needed.
 - Provides administrative support for committees or associations involving the Fire Chief and Assistant Chiefs. Coordinates meeting times, catering, and facilities. Prepares agendas and supporting documents. Distributes minutes for multiple meetings.
 - Ensures administrative records are in order, current, and compliant with the UFA Records Management Policy.
 - Composes and proofreads material to ensure proper layout, grammatical composition, punctuation, and inclusion of all pertinent information.
 - Assists with the purchasing and completion of monthly P-Card statements.
 - Performs tasks related to word processing, spreadsheets, databases, websites, and other software programs.
- Serves as a strategic partner and member of Command Staff.
 - Collaborates with Command Staff to ensure the overall effectiveness and accountability of the team.
 - Handles confidential information and legal documents with discretion.
 - Conducts research for and assists with specialized projects, creating reports and recommendations to the Fire Chief and/or Command Staff.
 - Performs routine recordkeeping and reporting functions following Utah State Law. Maintains Utah Notary license.
 - Attends, coordinates, prepares documents, and takes minutes for routine meetings such as UFA/UFSA Board Meetings, UFA/UFSA Sub-Committee Meetings, Command Staff, General Staff, Divisions, Liaisons; monitors commitments; publishes minutes as appropriate.
- Provides support to the UFA and UFSA Board of Directors and subcommittees.
 - Schedules and prepares the meeting location and coordinates catering needs as necessary.
 - Prepares agenda and notices, and transcribes minutes, for all public meetings (e.g., UFA, UFSA, Finance, Benefits and Compensation, and Governance). Posts notice on the UFA and Public Notice websites.
 - Follows up after board meetings to obtain signatures, distribute documents, and file records.

- Provides support to the Merit Commission, including coordinating meetings, building agendas, and taking minutes.
- Provides support and coordination as necessary for the contract UFSA Administrator and Attorney.
- Performs other duties of a similar nature or level.

TYPICAL DECISIONS

- Exercises considerable independent judgment in tasks requiring advanced office skills.
- Prioritizes work and projects to ensure timely completion. Uses knowledge of pertinent rules, policies, and procedures in the organization to perform tasks that may require in-depth research.

KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of:

- Utah public records and meeting laws; recordkeeping procedures; and general bookkeeping.
- Standard office procedures as well as standard business etiquette and procedures. Knowledge of UFA and UFSA policies and procedures is expected.
- Business English grammar and language rules, proper spelling, basic math skills, and knowledge of office record-keeping, report preparation, and organization.
- Software programs within the Microsoft Office Suite, including Outlook, Word, Excel, PowerPoint, Publisher, and Internet Explorer. Ability to learn other computer programs and technology efficiently and effectively as required.
- Dropbox file management, Survey Monkey, Doodle scheduling, and other applicable internet-based solutions, and the ability to use and/or learn other computer programs & platforms as needed or requested.

Skill in:

- Strong writing & proofing.
- Coordinating multiple priorities and programs.
- Establishing and maintaining effective working relationships with UFA employees and personnel from other agencies.
- Communicating effectively through oral presentations, written reports, and in-person discussions.
- Highly organized and efficient with the ability to recognize and solve problems and create efficient workflow/processes.

Ability to:

- Effectively and cheerfully greet people and positively represent the UFA, along with the ability to establish and maintain effective working relationships.
- Apply exceptional public relations skills and judgment in dealing with the public, executives, elected officials, and officials from other agencies.

- Focus considerable attention on detail, organizational skills, and to complete tasks within deadlines.
- Maintain confidentiality and the application of sound judgment when dealing with critical and sensitive issues or assignments.
- Expand basic information points and create correspondence, staff reports, and presentations.
- Recognize opportunities and exercise proactivity in implementing improvements in all aspects of projects, those around you, and those in which you are involved.
- Multi-task, function effectively in a fast-paced, stressful environment with frequent interruptions, while maintaining a calm demeanor.
- Make decisions independently in accordance with established policies with only general instruction or guidance.
- Demonstrate a strong desire and agility for learning. Learn new software and processes independently and exhibit a willingness to invest time to learn and create new systems and processes in order to increase effectiveness and efficiency in the long term.
- Communicate effectively in English, both orally and in writing.
- Type with speed and accuracy.

MINIMUM EXPERIENCE AND QUALIFICATIONS

- Associate degree from a nationally accredited college or technical school in a related field.
- Four years of full-time experience in a field closely related to these duties.
Or
An equivalent combination of relevant education and related work experience.
- Notary Public within 6 months of hire.
- Valid Driver's License.
- Successfully pass the pre-employment background check and drug screening test.

DESIRABLE QUALIFICATIONS

Bachelor's degree in a closely related field.

WORKING ENVIRONMENT

Work is performed in a general office environment during routine office hours, Monday through Friday. However, early morning meetings are required, and after-hours and weekend work are possible. Work activities vary widely, including attendance at meetings, field and classroom training, and driving. Work may include infrequent response to emergencies to assist with logistical and/or administrative duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL AND MENTAL JOB REQUIREMENTS

To perform the job successfully, an individual must be able to perform each of the essential job functions. This position involves periods of prolonged sitting and use of computer equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires the physical and mental capabilities to read information printed on paper and displayed on computer monitors; hear, speak, and communicate verbally using the English language; cognitive thinking and mathematical calculation capabilities; and manual dexterity to manipulate standard office equipment, papers, files, and records. This position requires occasional driving and the ability to lift up to ten (10) pounds.

Classified as At-Will Staff Non-exempt and eligible for overtime.
Accrue vacation hours according to policy 900-220 Vacation.