



GREATER NAPLES FIRE RESCUE DISTRICT **APPLICATION HIGHLIGHTS**

November 29,2017

The Greater Naples Fire Rescue District is accepting applications for the position of
Administrative Assistant

[Application Click Here](#)

Requirements:

- High School Graduate or equivalent. Associate's degree in business or public administration preferred.
- Previous Administrative Assistant experience required
- The right candidate must possess: excellent organizational skills with a strong aptitude for attention to detail, be proficient in Microsoft Word and Excel, have the ability to manage multiple tasks and achieve deadlines under pressure, handle sensitive information with the highest degree of integrity and confidentiality while maintaining professionalism and a positive service attitude at all times.
- Possess a current Florida Driver's License
- Signed and Submitted Tobacco Free affidavit
- Position is full-time- Must be able to work Monday through Friday, 8am-5pm
- Physical requirements include some combination of stooping, kneeling, and the lifting, carrying, pushing, and/or pulling of objects and materials up to 40 pounds.

Salary Range \$35,000-\$41,615 dependent on qualifications, attractive benefits package including, medical, dental, vision, and life insurance, paid vacation and personal days and inclusion in the Florida Retirement System. EOE employer. Email questions to: dschwarz@gnfire.org

All applications must be hand delivered in a sealed envelope or mailed to:

Greater Naples Fire Rescue District

Attn: HR/AA, 14575 Collier Blvd. Naples, FL 34119

Faxed or emailed applications will not be accepted.

Incomplete applications will not be processed. Please attach copies of certificate(s) and/or degree(s) pertinent to position. To claim Veteran's Preference, a copy of your DD214 (long form) must be submitted at time of application. Due to the anticipated volume of responses, we will contact only those candidates who most closely match our requirements.

Application deadline: Open till filled

Additional requirements if selected for an interview may include: an oral interview, a written test, a background check, submitting a Drivers License Record, and/or passing a pre-employment physical including a drug screen test.

Greater Naples Fire Rescue District	
Job Classification	
Position Title: Administrative Assistant	
Rank: N/A	
Reports To: Section Manager	Section Assignment: Various
Supervisory Responsibilities: None	
FLSA Status: Non-Exempt	Probationary Period: One year
Bonus Status: In accordance with Administrative Handbook	
Prepared by: Deputy Director Bishop	Date: March 2015
Approved By: Chief Schuldt	
Date:	

1. Introduction:

The individual appointed to Administrative Assistant reports to the assigned Section Manager. This is considered a non-exempt position under the provisions of the Fair Labor Standards Act.

2. Summary Description:

Provide clerical support and customer service in an assigned section.

3. Nature of Work:

Work involves preparing a variety of documents such as operational and administrative forms, reports, records, and summaries; entering data and retrieving information from district databases; maintaining automated and manual files; and assisting callers, customers and/or visitors; providing information and explaining policy and procedures; and performing routine clerical duties. Independent judgment is required to plan, prioritize, and organize diversified workload. Must be able to communicate clearly and effectively in both written and verbal forms. This position requires diplomacy, tact and confidentiality of division business and personnel activities.

4. Physical Requirements:

This is largely a sedentary role but may involve lifting, carrying pushing and/or pulling of objects, and office equipment or supplies up to 40 pounds. Some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. Tasks may involve extended periods of time at a keyboard or work station. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

5. Illustrative Tasks:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Directly supports and is an integral part of accomplishing the assigned section mission.

Establishes, develops, maintains and updates filing system for assigned section. Retrieves information from files when needed.

Coordinates attendance including; assists employees with proper submittal of request forms, processes section employee's forms, acquires supervisor approval, enters data in computer attendance module.

Thorough and constant review of internal and external policies related to the Districts mission. Reports recommendations through the chain of command.

Answers District telephones in a courteous and timely manner; assists callers with questions regarding programs, services, or procedures; refers callers to other staff members as appropriate; takes messages. Works in cooperation with other office personnel to answer phones and additional tasks to provide a cohesive office environment.

Types and designs general correspondence, memos, charts, table, graphs, etc. Proofreads copy for spelling, grammar and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.

Researches information from databases as requested. Generates reports, logs, and listings from databases.

Collects, sorts and distributes mail when appropriate.

Attends internal and external meetings as required.

Coordinates scheduling of section activities such as meetings, travel arrangements, conference and seminar registrations for division members.

Assists in budget preparation.

Participates in short, intermediate and long range planning.

Is familiar with applicable state and federal laws

6. Supervisory Responsibilities:

This position has no supervisory responsibilities.

7. Knowledge, Skills and Abilities:

To perform this job successfully, an individual must be able to demonstrate each essential task satisfactorily. The following descriptions are representative of the knowledge, skill and/or ability required.

Possess the computer proficiencies required to develop and maintain spreadsheets, databases and word documents.

Possess the ability to navigate the World Wide Web for research purposes.

Willingness to attend classes and seminars to improve abilities.

Must be a motivated self-starter.

Project a positive and professional image within the department, to other agencies and the public.

Must promote harmony and cooperation among all personnel.

Demonstrate the ability to work both independently and as a member of a team, often with deadline pressures.

8. Requirements:

High School Graduate or equivalent. Associate's degree in business or public administration preferred.



GREATER NAPLES FIRE RESCUE DISTRICT
POLICIES

Approved:
2/12/2014

POLICY # 901.4

Revised:

Smoke and Tobacco Free Workplace

Purpose

To provide for the implementation of a smoke and tobacco free workplace.

It is the practice of the District to comply with all federal, state and local ordinances regarding smoking of tobacco products in the workplace. This practice is made pursuant to the mandates of the Florida Clean Indoor Air Act.

It is the desire of the District to promote a healthy environment for workers and the public and to reduce insurance and other costs related to health problems and illnesses which may be caused by or exacerbated by exposure to tobacco.

Policy

It is the policy of the District to provide a safe and healthful work environment. Smoking or use of tobacco products or electronic smoking devices is prohibited in any District facility or on any District campus. This policy shall apply equally to employees. At no time shall any employee use tobacco products while on duty or in any District workplace.

Smoking or use of tobacco products is prohibited in all District vehicles.

Smoking is prohibited to all visitors or members of the public at all times in all public places, at all public meetings and in all enclosed areas within any District facility.

All responsible parties shall take immediate action with respect to any reported violations occurring within District buildings and to take any actions and follow any procedures that are necessary and proper to cause any violations to cease, including disciplinary, legal and/or administrative remedies.

The District shall post signs in all District facilities and campuses indicating that smoking and the use of tobacco products is prohibited pursuant to the Florida Clean Indoor Air Act.

The Fire Chief or designee shall strictly enforce this prohibition administratively on behalf of the District.

All violations shall also be considered a violation of District Policy and the Florida Clean Indoor Air Act, Florida Statutes, and will be subject to disciplinary action.

Definitions: The following terms shall have the meanings indicated:

ORIGINAL SIGNED
BOFC

DISTRICT FACILITY- Any building or any portion of any building owned by or leased to the District and used for governmental purposes.

DISTRICT VEHICLE- Any vehicle owned, leased or operated by the District and used for governmental purposes.

PUBLIC PLACE- The term shall mean all enclosed, indoor areas used by the general public in any District building, all external dining areas, and all areas located within 30 feet of an entrance of any District building. The term "public place" does not include areas which are not used by the general public.

SMOKING- Possession of a lighted tobacco product or electronic vapor device.

TOBACCO or TOBACCO PRODUCTS- Tobacco of any kind, including the use of smokeless tobacco, "spit" tobacco, electronic cigarettes, cigars, cigarettes, pipes or any other smoking material or device.