



Longwood Fire Company

1001 E. Baltimore Pike, Kennett Square, Pa. 19348

A.J. McCarthy, Fire Chief

Office: 610.388.6880

amccarthy@longwoodfireco.com

Executive Assistant to the Fire Chief

Department: Administration

Status: Full Time/Exempt

Reports to: Fire Chief

Salary: TBD

Position Summary:

The Executive Assistant to the Fire Chief will perform secretarial work of a complex nature for the Fire Chief. The Executive Assistant is also responsible for general office functions, record keeping, assisting with the emergency management functions and the administrative functioning of the Fire Chief's office. This position involves a high degree of confidential information to which the employee will be held accountable for not disclosing.

Essential Duties and Responsibilities:

- Coordinates the functions of the Fire Chief's office and is responsible for aiding in the efficiency and effectiveness of operations.
- Receives, tracks, and resolves request for Fire incident reports.
- Composes and prepares routine correspondence for signature.
- Independently prepares recurring reports for signature.
- Assist with preparing and analyzing data for service delivery performance.
- Maintains a calendar for the Fire Chief and assures that complete information is available for all matters.
- Establishes and maintains a variety of files and records.
- Prepares agendas for meetings and arranges meetings and conferences.
- Coordinates office functions with other county/state/federal departments and local municipalities.
- Receives and screens telephone calls for the Fire Chief.
- Attends meetings and conferences to furnish information and take notes.
- Perform other duties as assigned.

Qualifications:

- College degree and (2) two years' experience in the performance of administrative work, preferably in public safety organizations or municipal government.
- It is preferred that the applicant have a general knowledge in emergency planning and Fire/EMS operations.
- It is preferred that the applicant have Fire and EMS certifications as a first responder.
- Excellent knowledge of modern office methods, procedures, and software. Good working knowledge of the English language, including spelling, grammar, and punctuation with strong writing skills. Preferred knowledge of both English and Spanish language.
- Ability to perform secretarial and clerical duties with speed and accuracy without immediate and constant supervision.
- Excellent skills in use of a personal computer with experience in Word, Excel, Office, and QuickBooks.
- Ability to learn and use additional records management software programs designed for Fire and EMS operations.
- Ability to communicate clearly and concisely in both verbal and written form.