CITY OF KETCHUM
JOB DESCRIPTION

JOB SUMMARY

Manages a variety of administrative functions for the fire department.

DUTIES AND RESPONSIBILITIES

- Manages timekeeping for fire department staff. Oversees and reviews timesheets for fire employees and coordinates with Treasury Department to ensure accurate payroll processing.
- Processes Paid-on-Call new hire and termination processing, coordinates with Treasury Department to ensure accurate processing.
- Schedules use of fire department public facilities and meeting rooms.
- Manages enrollment in fire department offered public education programs.
- Coordinates travel for training for fire staff.
- Maintains staffing calendars.
- Reviews fire and EMS data entry for accuracy. Analyzes data and publishes analytical reports.
- Maintains City of Ketchum public safety website content.
- Produces and monitors social media for community risk reduction.
- Manages fire department phone system.
- Provides initial telephone and in-person customer service contact for the public. Provides general information and routes contact to others in the fire department or city.
- Provides regular reports of operational activity and training.
- May assist in emergency responses depending on qualifications.
- Perform other duties as assigned.

QUALIFICATIONS

Essential
- Ability to communicate with the public, coworkers and city staff.
- Good customer relations and teamwork skills.
- Ability to read, write, understand and speak English fluently.
- Proficiency in current office practices and procedures.
- Attention to detail.
- Proficiency in word processing, accounting, payroll and web publishing software.
- Ability to organize and prioritize work and work products.
- Ability to work self-directed
Preferred

- Experience as firefighter, EMT and/or emergency management.
- Ability to speak, understand, read and write Spanish.

Physical demands

- Remain in stationary position, often sitting or standing for long periods of time.
- Speaking and listening with others in person, on line or over the telephone frequently.
- Operating computers, telephone and radio.
- Perform repetitive hand motions, such as typing and filing.
- May move objects up to 20 lbs.
- Near visual acuity to allow reading of fine print.
- Far visual acuity to allow recognition of persons.
- No adverse environments anticipated for office manager functions.