

Mattawan Fire District

Administrative Assistant job description

Job Title: Administrative Assistant

Department: Mattawan Fire District

Location: Mattawan MI

Job Type: Full-Time

Hours Monday – Friday 9am-4pm

Salary: Tier 2 Salary based on experience and qualifications/ plus benefits

Job Summary: The Administrative Assistant provides essential support to the fire department by managing administrative tasks, coordinating schedules, and ensuring efficient office operations. This role requires excellent organizational skills, attention to detail, and the ability to handle multiple tasks simultaneously. Attend monthly meetings

Key Responsibilities:

- Administrative Support: Assist the Fire Chief and other department personnel with daily administrative tasks, including managing correspondence, scheduling meetings, and maintaining records.
- Office Management: Ensure the smooth operation of the office by managing supplies, equipment, and facilities. Handle incoming calls, emails, and visitors professionally.
- Record Keeping: Maintain accurate and up-to-date records of personnel, incidents, and departmental activities. Prepare reports and documentation as required.
- Scheduling: Coordinate and schedule training sessions, meetings, and other departmental activities. Manage calendars and ensure timely communication of events.
- Communication: Coordinate internal communication and ensure timely dissemination of policies, procedures, and updates. Serve as a liaison between the fire department and other city departments, external agencies, and the public. Facilitate effective communication and information flow.
- Financial Management: Assist with budget preparation, expense tracking, and financial reporting. Process invoices and purchase orders. Manage contracts and ensure proper procurement practices are followed.
- Grant Writing: Research and identify grant opportunities relevant to the fire department. Prepare and submit grant applications, ensuring compliance with all requirements. Track the status of grant applications.
- Event Coordination: Plan and organize departmental events, including community outreach programs, training sessions, and ceremonies.
- Compliance: Ensure adherence to departmental policies, procedures, as well as local, state and federal regulations. Assist with the preparation of compliance reports and audits.
- Meeting Attendance and Note-Taking: Attend monthly departmental meetings, take detailed notes, and prepare minutes for distribution. Ensure follow-up on action items and maintain records of meeting discussions

- Report Filing: Prepare and file fire and medical reports with the state of Michigan, ensuring accuracy and compliance with state regulations. Maintain records of all submitted reports and follow up on any required actions.

Qualifications:

- High school diploma or equivalent; additional education or certification in office administration is a plus.
- Proven experience as an administrative assistant or in a similar role.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Ability to handle sensitive information with discretion and maintain confidentiality.
- Familiarity with fire department operations and terminology is preferred.

Application Process: Interested candidates should submit a resume and cover letter please include Name, address, phone number, email, and any other pertinent information to sbrooks@mattawanfire.org. Applications will be accepted until 5/28/2025