

Granger Township  
Administrative Assistant – Fire Department

Self-motivated individual to assist the Fire Chief and other officers primarily in an office capacity, working on projects as directed and other duties as assigned. This position will also work closely with other township departments including the Fiscal Office.

Duties and responsibilities include but are not limited to;

- Perform general office duties including preparing correspondence, filing, faxing, copying, answering telephones, checking e-mail and assist with developing presentations for meetings.
- Maintain inventory records for Fire/EMS supplies. Obtain pricing and ordering supplies as necessary.
- Prepare requisitions for invoices for approval by the appropriate individual.
- Coordinate “New Hire” process including scheduling physicals, psychological evaluations, drug tests and background checks. Ensure paperwork is completed.
- Update various systems and reports for Department’s activities.
- Reply to Public Records requests.
- Interact with other township departments.

Successful candidate will be familiar with modern office procedures and equipment, be proficient in Microsoft Office products such as Word and Excel as well as general PC navigation, have and maintain a valid driver’s license, auto insurance and have access to a motor vehicle. Approximate weekly time commitment varies but expected to be around 20 hours per week. Compensation will be commensurate with experience. To be considered please submit your resume to: [grangertwp@grangertwp.org](mailto:grangertwp@grangertwp.org) or mail/drop off: Granger Township, 3717 Ridge Road, Medina, OH 44256 as soon as possible but no later than August 12th. EOE.

(See below for full job description)

## **TOWNSHIP FIRE DEPARTMENT ADMINISTRATIVE ASSISTANT**

**The Township Fire Department Administrative Assistant (TFDAA) is an at will employee of Granger Township responsible to the Granger Township. This individual will work closely with the Fiscal Officer, Fire Chief, Assistant Fire Chief and or the Officer-in-Charge, but will report directly to the Board of Trustees or its designate.**

**PURPOSE:** The purpose of the position of the TFDAA is to assist the Fire Chief and other officers primarily in an office capacity, working on projects as directed and other duties as assigned. As a representative of the township, needs to be pleasant, display tact, consideration, firmness when needed, and discretion in all interactions with the public.

**KNOWLEDGE:** Skilled in using a personal computer and various types of software.

### **DUTIES AND RESPONSIBILITIES:**

The duties listed below are intended to illustrate work functions typically performed by the TFDAA, but are not limited to these:

Perform general office duties including preparing correspondence filing, faxing, copying, answering telephones, checking e-mail and assist with developing presentations for meetings.

Maintain inventory records for Fire/EMS supplies. Obtain pricing and ordering supplies as necessary.

Prepare requisitions for invoices for approval by the appropriate individual.

Coordinate "New Hire" process including scheduling physicals, psychological evaluations, drug tests and background checks. Ensure paperwork is completed.

Update various systems and reports for Department's activities.

Reply to Public Records requests.

Other duties as assigned.