



# CITY OF BAKER CITY, OREGON

P.O. Box 650 ■ Baker City, OR 97814-0650

541-523-6541 Voice/TDD ■ 541-524-2024 Fax

## CITY OF BAKER CITY'S MISSION STATEMENT

The City of Baker City exists to provide municipal services through efficient, effective, and progressive governance allowing individuals, families, and businesses the opportunity to thrive in a friendly, safe, and dynamic environment. By maintaining trust, respect, and accountability in its day-to-day operations, the city will build on its strengths and creativity.

---

### Classification

Non-Union/Confidential

### FLSA Status:

Hourly

### Department/Reports To

Fire/Chief

### Pay Range

\$17.30/hour

## SUPPORT SERVICES - ADMINISTRATION

### JOB DESCRIPTION

#### Summary/Objective

An employee in this class operates as confidential aide to the Fire Chief and performs a variety of routine and complex administrative work, coordinating projects as assigned, keeping official records and oversees the weed abatement program. Position is required to work as a team member with Division Chiefs and other department staff to ensure smooth day to day operations.

#### Essential Functions

1. Receives, opens and routes daily mail for entire department. Prepares and processes vendor bills and bills for service, including but not limited to bills for cost recovery and special detail assignments. Assists Fire Chief in preparation of a variety of reports, programs, and revisions to department policy, and statements of operation as needed.
2. Manages and coordinates schedules and appointments for fire personnel. Assists Officers with coordinating and scheduling training and public education/relation events. Prepares payroll for approval by the Fire Chief.
3. Greets public and responds to walk-in requests for assistance by members of the public.

4. Assists the Fire Chief in development of short and long range plans and goals and department budget; monitors budget expenditures for supplies and equipment.
5. Manages and coordinates weed abatement program in coordination with the Baker City Police Department.

**Other Identified Task Statements/Duties**

1. Attends conferences and meetings in conjunction with assigned responsibilities.
2. Patient privacy:
  - a. The employee is expected to protect the privacy of all patient information in accordance with the City's privacy policies, procedures and practices as required by federal and state law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the City's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment or of membership or association with the City.
  - b. The employee may access protected health information and other patient information only to the extent that is necessary to complete his/her job duties. The employee may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other city operations.
  - c. The employee is encouraged and expected to report, without the threat of retaliation, any concerns regarding the City's policies and procedures on patient privacy and any observed practices in violation of that policy to the Privacy Officer.
  - d. The employee is expected to actively participate in City privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with City policy.

Note: It is not the intent of this description to list every task involved in this position. Those duties listed are intended only as illustrations of the various types of work that may be performed; omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The following knowledge, skills and abilities must be possessed or individual must be able to explain and demonstrate that s/he can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of knowledge, skills, and abilities.

### **Knowledge, Skill, and Abilities**

#### **Knowledge:**

- Working knowledge of offices practices, principles, procedures, and Word, Excel, Outlook, Powerpoint, and Access software programs;
- Working knowledge, or ability to learn Nova time-keeping Performance Management software programs.
- City ordinances related to the Weed Abatement program

#### **Skill:**

- Efficient in the operation of standard office equipment; including calculators, printers, copiers, fax machine, postal meter and others
- Possess a valid driver's license and can safely operate staff vehicles and ambulances (for non-call purposes only, i.e. shuttling ambulance for maintenance, etc.)
- Record keeping, bookkeeping, communication, and customer service skills

#### **Ability to:**

- Ability to multi-task and keep accurate information
- Ability to work independently
- Ability to maintain confidential information

### **Supervisory Responsibility**

There are no supervisory responsibilities with this position.

### **Supervision Received**

Works under the direct supervision of the Fire Chief. In the absence of the Fire Chief, reports to the shift Duty Chief or Acting Division Chief.

### **Work Environment**

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Incumbent may be required to work beyond normal business hours in response to emergency situations.

### **Physical Demands**

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds. Motor skills duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects,

using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment

**Minimum Qualifications:**

High School Diploma or equivalent. Minimum of two (2) years related experience or any combination of training and experience that indicate possession of skills, knowledge, and abilities listed within this description.

**Preferred Qualifications**

Associates degree in business management, or related field.

**EEO Statement:** *Baker City is an equal opportunity employer, and as such, we consider individuals for employment according to their abilities and performance. Employment decisions are made without regard to age, disability, race, color, national origin, religion, sex, sexual orientation, veteran status, military status, association with members of a protected class, marital status, injured worker status, union participation, non-supervisory family relationships, or any other protected class or work relationship. All employment requirements mandated by State and Federal laws and regulations are observed.*

Director \_\_\_\_\_ HR \_\_\_\_\_

By signing below, I understand the requirements, essential functions and duties of this position.

Employee: \_\_\_\_\_ Date \_\_\_\_\_

Position date: September 2021

Revision date: November 2021