



JOB POSTING

ADMINISTRATIVE ASSISTANT

BARABOO DISTRICT AMBULANCE SERVICE

135 Fourth Street
Baraboo, WI 53913

www.barabooems.com

BDAS is an Inter-Municipal EMS District agency that provides both 911 emergency services and inter-facility transports for several municipalities represented by the BDAS Commission. The District is comprised of the City of Baraboo, Village of West Baraboo, and townships of Baraboo, Greenfield, Fairfield, and part of the townships of Excelsior and Sumpter. BDAS provides 911 coverage at the Paramedic level and holds the Critical Care Transport Paramedic endorsement for inter-facility transportation. BDAS is also part of Baraboo Rope Rescue along with the Baraboo Fire Department. The technical rescue skills of Baraboo Rope Rescue are utilized in variety of applications, with the team most often deployed at Devil's Lake State Park.

BDAS has approximately forty (40) full time and part time employees, consisting of a Chief / EMS Director, Human Resources Director, (3) Captains, (3) Acting Lieutenants, Critical Care Paramedics, Paramedics, AEMTs and EMTs.

The Administrative Assistant position works closely with the Chief / EMS Director and the Human Resources Director. This is a full-time position including Health, Dental, and WRS retirement benefits, with Flex Spending, Life and Deferred Compensation benefits available. Overtime hours may be available.

Position Purpose and Summary:

The Administrative Assistant facilitates the efficient operation of the service by performing a variety of administrative and clerical tasks as assigned.

Essential Duties and Responsibilities:

The following duties are considered normal and representative of activities required to be performed for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Responsibilities

- Attend monthly Commission meetings (held in the evening); take thorough meeting minutes; types up minutes for review by the Chief.
- Prepare agendas for Commission meetings; organize agendas, minutes, and prepare/copy supporting documents for Commission packets to provide to meeting attendees.
- Draft correspondence and reports as requested.

- Assist HR with typing handbook and policy updates; ensure new or revised policies are posted on EMS Manager.
- Maintain up-to-date employee records (address changes, etc.)
- Coordinate inventory control and order office supplies including toner, printer paper, pens, note pads, paper products, cleaning supplies, etc.
- Produce and distribute correspondence and faxes.
- Pick up daily mail from post office; open and stamp incoming mail, log incoming mail, route mail to appropriate individuals; take outgoing mail to post office as needed.
- Organize and maintain paper and computer files.
- Organize employee awards program and order employee awards.
- Answer and direct phone calls; provide general support to visitors.
- Organize and schedule meetings and appointments.
- Handle general office equipment maintenance such as replacing toner, stocking printer paper, resolving printer jams.

Basic Requirements

- Education - minimum high school diploma or equivalent; college degree a plus.
- Minimum 2 years of administrative assistant experience.
- Experience working in a municipal organization to include experience with preparation of municipal meeting agendas and meeting minutes highly desired.
- Strong writing skills; ability to take thorough, accurate notes in meetings and type up minutes.
- Knowledge of record retention requirements and knowledge of open meeting and open records laws useful.
- Strong organizational and planning skills.
- Accurate typing skills and strong writing skills.
- Strong attention to detail.
- Self-motivated.

Physical Demands

- Works in an office environment, sitting at a desk, using office equipment such as computer, printer, copier, fax, shredder, etc.
- Visual acuity sufficient to view work on a computer screen.
- Ability to attend evening monthly Commission meetings.
- Ability to travel to various meeting sites for seminars or continuing education courses; ability to attend meetings at other locations away from the main office as needed.

General Knowledge and Skills Required:

- Strong sense of professional and ethical behavior.
- Protects confidential documents; maintains confidentiality.
- Strong written and oral communication skills.

- Inventory control skills.
- Strong organizational skills; accuracy and attention to detail.
- Proficiency with Outlook, Word, and Excel
- Proficient telephone skills and accurate typing skills with minimum typing speed of 60 wpm.
- Ability to prioritize and handle multiple projects to completion.
- Ability to function independently as well as interdependently.
- Experience/knowledge of EMS service activities is helpful but not required.

EOE – BDAS is an Equal Opportunity Employer