

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

DESOTO PARISH FIRE PROTECTION DISTRICT #1 (LOGANSPORT)

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

DESOTO PARISH FIRE PROTECTION DISTRICT #1 (LOGANSPOUR)

FIRE SERVICE

LINE CLASSES

FIREFIGHTER/OPERATOR *

FIRE CAPTAIN **

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TRAINING AND ADMINISTRATIVE OFFICER *

ADMINISTRATIVE AND CLERICAL

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*Competitive class

**Promotional class

DA Original Adoption:	03-02-17
Revision Dates:	05-16-18, 12-23-19, 05-27-21, 07-16-25

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter/Operator comprises entrance level positions in the fire suppression division of fire department operations. Employees of this class receive training in and perform firefighting and fire suppression tasks such as controlling and extinguishing fires, performing rescue work, and driving, operating, and maintaining fire apparatus and equipment. Firefighter/Operators provide emergency medical care to the sick or injured at an emergency scene. Employees of this class receive specific instructions for most duties, but have the authority to work independently in certain designated areas, and are directly supervised by a Fire Captain. This class ranks immediately below that of Fire Captain.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Responds to all fire and medical emergency calls received by the department. Operates or rides in apparatus to and from emergency scene, evaluates navigational problems, and selects shortest available route. Communicates with dispatcher using two-way radio. Locates fire source, uses appropriate extinguishing agent, and responds to fireground changes. Judges when an alarm has been sounded falsely and determines if a position is safe for firefighting crews. Applies appropriate fire streams and agents for the most effective fire extinguishment. Follows orders and maintains awareness of other firefighter's efforts. Performs duties of acting officer at fire scene in his absence. Makes hydrant and hose connections, drafts water, and deploys hose at the scene. Assists other firefighters in controlling hose line and operates various types of nozzles. Operates master stream appliance and protects potential exposures by using direct streams or water curtains. Operates hose line with educators and protects hose line from damage. Inspects and secures charged hose lines and repairs burst hose sections. Performs forcible entry and ventilation operations, recognizes conditions that may lead to backdraft, and places smoke ejectors. Uses portable breathing apparatus or air pack and operates ladders. Directs positioning of the apparatus at the scene and removes equipment from the apparatus. Operates pump to supply adequate pressure at the nozzle and regulates water to hose lines. Operates pumper from self-contained water source, draft, or static water supply and operates fire hydrant. Calculates gpm, water flow, and friction loss. Performs sprinkler and standpipe support operations.

Maintains limited crowd and traffic control until police arrive. Notifies occupants or neighbors to vacate premises when needed. Carries out search and rescue operations. Performs emergency medical services such as basic first aid, CPR, and first responder services. Treats range of injuries at the scene, provides advanced life support, and administers medication. Drives emergency

medical vehicles to and from the scene and notifies dispatcher to call for emergency help when needed.

Performs salvage and overhaul operations. Removes burning materials and waste or debris from emergency scene. Shores up or tears down weak or dangerous structural components. Locates hidden fires or hot spots. Cleans up water after fire is extinguished. Recognizes HAZMAT symbols and contains hazardous material spills. Locates and operates shut-off valves for utilities. Protects salvaged property, identifies cause of fire, and informs officer in charge of suspected arson. Observes spectators, questions witnesses, preserves any evidence of arson, and testifies in court if needed. Controls or extinguishes grass or shrub fires using hand operated pump or hand tools.

Performs regular maintenance of all firefighting equipment, tools, and supplies, and conducts all required safety tests. Cleans, dries, tests, inspects, and properly secures any assigned firefighting tools or equipment. Maintains inventory of tools and equipment and makes minor repairs. Records equipment or apparatus missing or in need of repair or replacement. Records the results of alarm, radio, apparatus, and equipment tests. Performs routine maintenance on fire hydrants, inspects hydrants for defects, and flushes periodically. Provides for the proper maintenance and function of the station and grounds by cleaning rooms, emptying trash cans, changing bed linens, cutting grass and performing other minor maintenance duties. Assists in preparing meals for firefighters at the station and cleans kitchen area. Provides for the security of the station by locking station doors and securing valuable items. Maintains adequate quantities of station supplies and cares for station library.

Participates in training and drills. Learns and maintains proficiency in department equipment, tools, the principles of fire behavior, alarm signals, building structural components, and special emergency procedures. Reads and studies training materials and basic laws and regulations. Provides occasional informal training for new employees. Participates in critical evaluations of each fire after return to station. Conducts fire drills for schools and businesses, and administers inspections of local buildings and residences. Plans for fires in commercial and residential areas, participates in pre-fire planning inspections, and draws preplanning maps and diagrams. Speaks with firefighters on other shifts, listens to radio for important information, and monitors conditions affecting station zone of response. Completes assigned forms, compiles data, writes reports, and provides for the maintenance of department records. Presents to work on time, psychologically and physically prepared. Maintains satisfactory interpersonal relationships with coworkers and consults with superior officer on performance.

Notifies officer of any V.I.P visiting station and answers telephone calls, referring callers to the appropriate personnel. Transports spare apparatus to other stations. Assists visitors who seek help, and conducts fire station tours. Comforts emotionally distraught persons at the emergency scene, performs escort duty of funerals of department personnel, and provides assistance to families of injured firefighters. Works with local youth groups and lectures and demonstrates to community groups. Maintains preparedness for Mardi Gras parades, participates in flood control efforts, provides non-emergency services, and responds to complaints from the public.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must have a valid driver's license.

Must not be less than eighteen (18) years of age.

Firefighter/Operator DA Original Adoption:	03-02-17
Revision Dates:	05-16-18, 03-14-19

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the supervision of the operations of a fire station, including the supervision of firefighting personnel, apparatus, and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, and assist in the training of subordinate employees. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the Assistant Fire Chief. Fire Captains rank directly below the class of Assistant Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of one fire station for one shift. Answers fire alarms from dispatcher and proceeds with size-up. Supervises driving of fire apparatus and directs the positioning of apparatus at the fireground. Maintains communications between the fire scene and other authorized personnel and directs emergency scene operations until relieved by a superior officer. Supervises subordinate employees at the scene of an emergency in fighting fire, handling hazardous materials, rescuing persons, providing emergency medical assistance, and doing salvage and overhaul work. Observes and responds to changes in fireground conditions and operates self-contained breathing apparatus. Performs and supervises hose and ladder operations and applies appropriate fire streams and agents. Uses portable fire extinguisher and oversees truck and pumper operations. Coordinates activities of fire fighting and law enforcement personnel at the emergency event. Drives emergency medical vehicles to and from the emergency scene and notifies dispatcher to call for additional help if needed. Provides emergency medical care such as basic first aid, CPR, and first responder services. Provides advanced life support services to patients and administers medications. Studies new laws and literature relating to emergency medical services. Obtains a comprehensive drug history on the patient and ensures that accurate emergency medical records are maintained.

Delegates authority to subordinates for the more effective operation of the department. Issues orders, designates work, and assigns schedules. Provides assistance to subordinates in technical areas of work and inspects the appearance of assigned equipment and personnel. Reviews reports, evaluates work performance, counsels employees, and resolves employee complaints. Recommends disciplinary action to the appointing authority. Develops a training program for the department and sees that such program is properly staffed and supplied with training resources.

Conducts drills and evolutions and classroom training. Provides informal training for new employees and serves as a consultant for volunteers.

Proposes management policies, goals, and objectives for the department. Coordinates the work of the department with related agencies, monitors and evaluates local conditions, and recommends changes in department operations that will help the city obtain favorable ISO ratings. Assists the Fire Chief in responding to fire department correspondence. Investigates all accidents and complaints involving fire department equipment or personnel. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in department policies are needed. Briefs incoming captain and responds to questions and complaints from the public about fire department operations. Provides for the maintenance of department records. Completes any assigned forms and records and prepares NFIRS reports.

Performs and supervises pre-fire planning inspections. Directs the inspection of homes, businesses, schools and other facilities. Reports fire hazards or safety violations to the appropriate authority and recommends changes to local fire codes. Secures the fire scene to prevent damage of evidence of suspected arson. Investigates the cause of fire, maintains the chain of custody for any evidence of arson, and testifies in court when required.

Directs required tests of fire department apparatus and equipment. Inspects fire apparatus for proper placement and maintenance of tools, equipment, and appliances. Inspects station house, buildings, and facilities, and provides for the repair and maintenance of apparatus and equipment. Assists the Fire Chief with preparing specifications for public bids, writes specifications for new fire department equipment, and signs purchase requisitions.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator for at least (3) three years immediately preceding closing date for application to the board.

Must possess certification as Emergency Medical Technician (EMT) Basic or higher.

Fire Captain DA Original Adoption:	03-02-17
Revision Dates:	05-16-18

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief of all fire department operations. The Fire Chief is responsible for the administration and coordination of all fire department activities and for the supervision of all subordinate personnel. The employee of this class establishes policies, goals, and objectives for the department, prepares and submits an operating budget, performs public relations duties, and organizes the personnel management functions of the fire department. The incumbent of this class works with a high degree of independence, and reports to and has work reviewed by the Desoto Parish Fire Protection District No. 1 Fire Board of Commissioners.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Develops management policies, goals and objectives for the department. Creates a functional departmental structure that best utilizes the available resources, efficiently distributes manpower, and routes work to appropriate personnel. Locates and secures grants available for fire protection projects and provides for the enforcement of union contract provisions. Collects and reviews data in order to make effective management decisions, reviews department operations in light of the data gathered, identifies target areas for improvement and inputs new policies and procedures. Reviews legislation, regulations, and ordinances pertaining to fire protection to determine if changes in policy are needed.

Manages the personnel functions of the department. Determines performance standards for personnel, establishes employee evaluation system, performs evaluations and writes employee evaluation reports. Uses information gained from performance evaluations to make job assignment decisions or assignment for specialized training. Maintains a balance between meeting employee and organizational goals, counsels employees experiencing work problems and develops a grievance resolution process. Reviews work, delegates assignments, outlines responsibilities, and sets task priorities and long-term goals for subordinates. Assigns work spaces and supplies employees with the resources to complete their jobs. Holds formal meetings with groups of subordinates, adjusts work schedules, approves leave, and monitors work pace. Gives constructive feedback on work performance, motivates employees, and maintains discipline in the department.

Prepares a departmental operating budget, including procedures such as collecting and analyzing all necessary fiscal information, reviewing divisional operating budgets, and preparing revenue and expenditure estimates. Manages the general accounting system for the department, ensuring that expenses, disbursements, and related departmental financial transactions are recorded properly to maintain accurate financial records. Authorizes expenditure of funds allocated for fire department operation, making sure that such expenditures are in accordance with the budget; reviews and signs purchase requisitions, vouchers for payment, or related financial records and sees that they are paid in compliance with departmental policy. Promotes a positive public image of the department, coordinates the work of the department with all applicable state, local and federal agencies, and serves as official department representative at meetings. Gives speeches or demonstrations before schools and civic groups on fire prevention or related topics. Works with boards and agencies that affect the careers of fire department employees. Acts as departmental representative to the news media, and directs the handling of any complaints received from the public. Identifies target areas for public education in fire prevention, oversees a program to meet community needs, and delivers lectures or demonstrations on fire prevention topics. Writes departmental correspondence, public service announcements, news releases, newspaper articles, or any other type of official department position paper for publication.

Establishes a safety program for the department and provides for a system of personnel inspections to ensure staff and equipment is in compliance with departmental policies and procedures. Implements an internal affairs review process to investigate violations of departmental policies. Trains subordinates in safety, and ensures that equipment and personnel meet departmental standards. Evaluates training needs and oversees a training program for the department. Oversees and serves as an instructor in a formal classroom setting, provides on-the-job training for members and schedules outside instruction to meet any training needs not available. Attends training courses to acquire or maintain certifications, and maintains proficiency in use of equipment and apparatus. Acts as a consultant to smaller fire departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training.

Develops and implements an emergency management system. Establishes fireground communications procedures to promote maximum effectiveness, and provides for a departmental communication system that handles emergency and non-emergency calls. Directs and controls fireground operations, oversees immediate command staff, ensures the proper handling of emergencies involving hazardous materials, directs equipment and personnel with special tactical situations such as highway accidents, bomb threats, or downed power lines. Develops and maintains a system to provide for organized, rapid care of persons suffering from illness or injury. Oversees a program of fire inspections, pre-fire planning, and fire investigation, and reviews the work of subordinate personnel.

Establishes policy concerning what information should be included in departmental records and for what length of time, supervises the preparation and maintenance of records, determines in

what form such information should be kept, and provides for the security and privacy of all stored information. Completes any records required and compiles data needed for reports.

Oversees the care and maintenance of all departmental property, arranges for repairs of any equipment, and inspects property after repairs to see that they were properly accomplished. Reviews products by meeting with sales representatives, and provides for the maintenance of an inventory of supplies and equipment.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of appointment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must possess certification as Emergency Medical Technician (EMT) Basic or higher.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and should include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of experience in full time fire service positions,

at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and should include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Must also have at least ten (10) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and should include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Fire Chief DA Original Adoption:	03-02-17
Revision Dates:	05-16-18

TRAINING AND ADMINISTRATIVE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible, non-supervisory position in the fire service, the primary duties of which include developing and organizing departmental training, assisting the Fire Chief with administrative tasks necessary for the effective operation of the department, and maintaining departmental records. The Training and Administrative Officer also provides for the maintenance and repair of department equipment and supplies. The employee of this class has no direct supervision over fire department personnel, however, the incumbent performs functional supervision over departmental employees with regard to fire prevention activities and training. The employee of this class reports to and has work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Fire Chief in managing the daily operations of the fire department and performs the administrative duties of the Fire Chief in his absence. Works with the Fire Chief to recommend and set goals, objectives and management policies for the department. Participates in the research and planning for department programs and activities. Evaluates the effectiveness of various functions of the department by conducting inspections and takes appropriate action to correct or improve problem areas. Recommends changes that will help the district obtain favorable insurance ratings. Participates in developing a personnel recruitment/selection program and interviews prospective employees to make recommendations on hiring. Investigates all accidents involving department equipment or personnel; determines cause and recommends procedures to avoid future incidents. Researches the implications of existing or proposed legislation in order to formulate department position statements and to determine if changes in department policy are needed.

Manages all training functions of the fire department. Acts as a consultant for volunteer fire departments in surrounding areas providing them with technical expertise and cooperation in training. Attends conferences and other educational meetings to keep informed on modern firefighting methods and administrative practices. Oversees and participates in the development of a departmental training program and ensures that such program is properly supplied with training resources. Evaluates training needs and provides for regular employee training at all levels within the department. Conducts training in the classroom, at the drill field, or makes arrangements for outside training, when needed. Provides informal or on-the-job training for new employees. Holds meetings with department employees to provide information on training, policy changes or administrative matters.

Conducts basic fire-fighting training and provides instruction in areas including, but not limited to: fire attack, safety, driving fire equipment, hydraulics, pump operations, nozzle and hose

handling, forcible entry, proper use of ladders, water supplies, fire streams, proper use of breathing apparatus, salvage and overhaul. Provides for training in emergency medical services, including instruction in first aid and CPR. Conducts training sessions in pre-fire planning, fire inspection and fire investigation.

Responds to alarms or emergency calls received by the fire department, providing support and training to fire personnel. Takes charge of all safety procedures at the scene of a fire or emergency. Assists the Fire Chief and suppression personnel with size-up, ventilation, protection of exposures and fire extinguishment operations at the scene. Participates in the rescue of victims and directs first aid, CPR and emergency medical operations. Provides for the needs of firefighters and other emergency personnel at the scene of an incident. Maintains communications and acts as a liaison between firefighting personnel and law enforcement or related agencies involved in the emergency, coordinating activities, providing information and calling for assistance, as needed. Oversees and participates in training for and responding to emergencies involving hazardous materials. Secures the fire scene to prevent removal of or damage to evidence of suspected arson. Assists arson investigation personnel and testifies in court, as required.

Collects information for pre-fire plans by visiting businesses, schools and places of public assembly to become familiar with features that may be relevant in a fire or emergency situation. Monitors and evaluates local conditions which may become fire or safety hazards. Participates in lectures or demonstrations for schools, civic groups or building tenants about fire prevention and the work of the fire department. Conducts polls or surveys on questions or problems relating to the fire service. Analyzes data gathered from polls and recommends policy changes for the department based on results.

Oversees the preparation and provides for the maintenance of department records. Compiles and organizes data needed for reports. Personally completes LFIRS reports or any other forms/records as assigned. Maintains training, hydrant inspection and other PIAL records used for insurance rating purposes. Reviews reports written by suppression personnel. Periodically inspects systems and areas used for maintaining records.

Assists in the preparation of the departmental operating budget by gathering, compiling and organizing needed data. Writes requests for grants or other special funds to aid in the operation of the fire service. Prepares expenditure estimates and assists the Fire Chief in purchasing equipment and supplies for the department, keeping such purchases within the established budget. Maintains inventory and distributes supplies and equipment to department personnel, as needed. Assists the Fire Chief in writing specifications for new fire department equipment and preparing specifications for public bid. Coordinates with the Chief of the department to oversee the bidding process and meet with sales representatives to review new equipment.

Supervises the general care and maintenance of firefighting apparatus and equipment, motor driven vehicles, communications equipment, related software, stations, grounds and related property. Participates in the programming and testing of equipment to ensure applicable standards are met. Researches the best methods of handling specific fire department maintenance tasks. Arranges for repairs and maintenance of all department facilities, equipment,

and operating systems, or assigns such to qualified department personnel. Inspects equipment, property, or operating systems after repairs to ensure proper working order.

Gives reports, offers advice and makes recommendations when attending meetings required by the local governing authority. Coordinates the work of the department with related federal, state and local agencies, releasing information and giving assistance when needed. Organizes special projects designed to enhance the image of the fire department. Oversees tours of department facilities for schools or civic groups.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must have at least five (5) years of experience as a full-time member of a paid fire department in fire service positions involving fire suppression and fire department training, or which involve a background in fire department administration, supervision and management.

Training/Administrative Officer DA Original Adoption: 05-27-21 Revision Dates:

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by performing duties required to manage office functions and handle clerical and administrative support responsibilities. The employee of this class maintains records for the department, types letters and reports, receives and directs telephone calls, maintains the schedule of the Fire Chief, and assists with payroll and the fire department budget. The incumbent performs routine duties with some supervision, having the authority to work independently in most areas. The employee of this class reports to and has work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Accounts for the money and assets of the department. Participates in the accounting for the money, liabilities, financial transactions, and assets by authorizing expenditure of funds allocated for department operation, preparing and/or signing requisitions, vouchers for payment, or related financial records, reviewing accounting records for mistakes or completeness, verifying and reconciling of account balances, recording expenses, disbursements, and related financial transactions of department accounts to maintain accurate fiscal records. Prepares expense and travel vouchers for employees. Prepares federal and state tax reports for the department, receives, reviews, balances, and issues petty cash or other monetary payments, issues receipts for money received, processes checks for disbursement, and reviews all financial statements. Compares purchase orders with established lists of vendors, prices, specifications, contracts, etc. to determine appropriateness for purposes of payment. Participates in the preparation of an operating budget by compiling and organizing data needed to prepare the budget and preparing expenditure estimates. Participates in payroll operations by preparing and/or maintaining payroll and/or time records, verifying payroll records, making calculations necessary to compute payroll, and preparing payroll checks.

Acts as receptionist to visitors for the department. Schedules appointments and keeps records of schedules and notifies appropriate personnel of appointments, meetings, or other scheduled events for the Fire Chief. Arranges for travel needs and assists in the preparation of the agenda for meetings and conferences. Takes dictation and transcribes from notes. Takes minutes or notes at meetings, and records for later transcription proceedings of meetings, hearings, conferences and similar gatherings using manual or machine shorthand and/or electronic equipment. Sorts and distributes mail to the proper person, section or office for the Fire Chief. Prepares and processes outgoing mail. Makes telephone calls for the department, answers any

incoming calls, and transfers calls following departmental procedures. Types letters, forms, memos, statements, formal reports, or any other assigned documents. Assists in drafting letters or memoranda for review and signature of others, and maintaining manuals. Services office equipment by performing routine maintenance, replacing supplies, and arranging for maintenance when necessary.

Reviews records and reports completed by subordinates and periodically inspects systems and facilities for keeping the records. Maintains a computerized mailing list. Maintains logs, records, and files of telephone calls, staff, and travel costs. Assists superior in maintaining purchasing related documents including vendors, suppliers, and manufacturers. Participates in maintaining time, leave and attendance, and salary. Files and retrieves records and reports. Personally completes all forms and records as required. Uses computer information systems to enter, update, retrieve, and exchange information. Utilizes office programs to develop forms or records, enter data, and retrieve information as required. Performs appropriate back-up function in computer files. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, and organize ideas in a logical sequence. Maintains confidentiality of sensitive and limited access data and assists in disposing of obsolete files and records in accordance with established retention schedules or legal requirements. Proofreads typed materials and corrects errors. Receives department records, reports, and correspondence and processes them according to department procedures.

Assists superior in interpreting the law, rules, regulations, policies, reports, incoming correspondence, and procedural brief in order to solve a problem or answer a question. Reads incoming materials and sorts accordingly. Analyzes letters or other requests for information to determine the form, record, or other documents to send to the requestor. Participates in reviewing correspondence, reports, drawings, and other materials to be filed to determine subject matter.

Recommends management policies, goals, objectives, and procedures for the entire department. Develops methods which may be used to evaluate and improve productivity, efficiency, and procedures of departmental programs. Maintains roster of department personnel and records for employee benefit programs. Assists in preparing personnel forms for appointing authority's signature. Distributes to and receives forms from employees used in the processing of benefits.

Orders supplies and equipment as needed and maintains the inventory of supplies and equipment for the department. Reviews vendor invoices for agreement with purchase order and physical inventory received. Operates various office equipment. Accounts for the issuance of supplies, materials, and equipment to other employees.

If the Secretary to the Fire Chief is a certified firefighter, the Secretary to the Fire Chief must respond to alarms or emergency calls for which the department is answerable and when additional support is needed. During the time when the Secretary to the Fire Chief acts as part of the fire attack team, duties include, but are not limited to fighting fire, containing hazardous materials, rescuing persons from life-threatening situations, doing salvage work during the fire and overhauling after the fire. The Secretary to the Fire Chief also assists with inspecting buildings to determine the existence of potential fire hazards. Collects information for pre-fire planning by visiting or other means of communication with businesses, schools and places of public assembly located in an assigned area, becoming familiar with all area features.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

The applicant must possess a valid driver's license.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must be computer literate and proficient in the use of QuickBooks.

Secretary to the Fire Chief DA Original Adoption:	07-16-25
Revision Dates:	08-25-26