



CITY OF PAWTUCKET

CITY HALL
137 ROOSEVELT AVENUE
PAWTUCKET, RHODE ISLAND 02860

DIVISION OF PERSONNEL

DONALD R. GREBIEN
MAYOR

DON ZIMMERMAN
DIRECTOR OF HUMAN RESOURCES

INTERNAL/EXTERNAL JOB POSTING

NOTICE

The City of Pawtucket is posting the following Classified Non-Union vacancy:

#	DEPT.	DIVISION	JOB TITLE	PAYGRADE SALARY RANGE
1	Emergency Management	Public Safety	Administrative Secretary	X02 \$31,413.98-\$36,003.94

Schedule: 8:30 A.M. – 4:30 p.m.

- May be required to work 12 hour shift in Emergency Operations Center (EOC) when EMA is operating under emergency conditions.
- High School diploma or general education degree (GED), with typing and secretarial skills, and three(3) years experience in general clerical or secretarial work, with municipal experience preferred; experience in computers, word processing and spreadsheet applications is desired; or any equivalent combination of education and experience.

Certificates, Licenses, Registrations

- Emergency Management Institute (EMI) Courses IS100, IS200, IS700 and IS800 certified at time of employment preferred, must be certified within 30 days of employment. EMI Professional Development Series (PDS) required by RIEMA within 60 days of employment as required by Rhode Island Emergency Management.

To apply for this position:

Please complete a City of Pawtucket Employment Application, which can be found on our website at www.pawtucketri.com under job opportunities. Please provide a copy of your high school diploma or GED and proof of any required courses. Please send your entire packet via email to claird@pawtucketri.com.

Please review the attached job description before applying for this position.

Application Period: May 15, 2017 - until filled

The City of Pawtucket is an Equal Opportunity Employer and fully complies with the American with Disabilities Act.

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CITY OF PAWTUCKET

Job Description

Job Title: ADMINISTRATIVE SECRETARY
Department: Emergency Management
Reports To: Emergency Management Director
Prepared By: NDM
Prepared Date: 9-1-16
Approved By:
Approved Date:

SUMMARY

The primary purposes of this position are to provide administrative, secretarial and clerical office services and related work products in support of the Pawtucket-Central Falls Emergency Management Agency, Mayor's Office, Finance Office and Law Department. He/she relieves the professionals of administrative details relating to the office operations. The incumbent may be required to function as a confidential secretary because of the nature and content of the work performed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists the public, other city departments, state officials, outside organizations, and vendors by furnishing a variety of routine information and assistance and resolving minor problems and complaints; performs a high level of information and referral services to the general public.
- Types from copy, rough draft or general instructions a variety of documents which may include, but not limited to, correspondence, memoranda, meetings and legal notices, a variety of legal documents, orders vouchers, purchase orders, reports, newsletters and agendas, processes through the on-line system bills for the department.
- Exercises responsibility for the maintenance, either manually or by computer, of important office records requiring the careful recording, classification and compilation of information; posts and records information; updates data; checks, sorts, records and files various materials.
- Maintains all office files and records for the Emergency Management Director, Preparedness Officer and Logistics Officer.

- Performs a wide variety of specialized clerical procedures related to office activities. Assists in maintaining the Directors' calendar and schedules appointments.
- May be required to attend special meetings and work on special projects.
- Performs similar or related work as required, directed, or as situation dictates.
- May be required work 12 hour shifts in the Emergency Operations Center (EOC) When EMA is operating under emergency conditions.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Individual will be required to sign a confidentiality agreement. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

High school diploma or general education degree (GED), with typing and secretarial skills, and three years experience in general clerical or secretarial work , with municipal experience preferred; experience in computers, word processing and spreadsheet applications is desired; or any equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

Ability to organize time, work independently and accomplish tasks despite frequent interruptions; ability to maintain detailed statistics, record, and clerical records; ability to deal effectively and tactfully with the public; ability to maintain confidential information; ability to compose correspondence and to prepare, type, and proof read reports as to form and logic flow; ability to communicate effectively with customers, co-workers, other employees, departments, officials and other agencies.

CERTIFICATES, LICENSES, REGISTRATIONS

Emergency Management Institute (EMI) Courses IS100, IS200, IS700 and IS800 certified at time of employment preferred, must be certified within 30 days of employment. EMI Professional Development Series (PDS) required by RIEMA within 60 days of employment as required by Rhode Island Emergency Management.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position requires the ability to operate a keyboard at efficient speed.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.