

Hardin County ESD #2. / Lumberton Fire & EMS

Job Description

Position Title: Executive Assistant
Employment Status: Full-Time
FLSA Status: Exempt
Final Filing Date: TBD

Position Summary

The District's Executive Assistant will provide high-level support to the Fire Chief/CEO and the ESD Board of Commissioners. Reporting directly to the Fire Chief/CEO, the Executive Assistant provides executive-level administrative support to the Fire Chief/CEO and administrative support to the ESD Board of Commissioners. This position requires excellent organizational skills, written and verbal communication skills, attention to detail, the ability to handle confidential assignments, and the ability to manage multiple tasks simultaneously.

Essential Duties and Responsibilities

- Provides direct administrative support to the Fire Chief/CEO. Duties include managing calendars, scheduling meetings, preparing reports, handling communications, and reporting essential information.
- Prepares correspondence and documents for the ESD Board of Commissioners and the Fire Chief/CEO.
- Maintains confidential, critical, and time-sensitive material for the Fire Chief/CEO.
- Prepares monthly reports for the ESD Board of Commissioners and the Fire Chief/CEO.
- Assists in preparing and managing presentations, briefing materials, and slide decks.
- Drafts and prepares correspondence and communications.
- Maintains District Employee Handbook, District Policies, and Standing Operating Guidelines (SOGs).
- Attends and records meeting minutes for District meetings, including ESD Board of Commissioners meetings.
- Assists with tracking budgets, purchasing supplies, and processing invoices and receipts for the District.
- Assists with maintaining compliance with federal, state, and local regulations.
- Inputs and manages data related to District operations, including staffing, training, incidents, and emergency response preparedness. Perform ad-hoc reports as requested.
- Assists with planning and coordinating training, drills, public events, and community outreach programs.
- Develops, creates, and schedules professional social media content for the District.
- Performs general office duties such as filing, office organization, answering phones, etc.
- Supports onboarding new full-time, part-time, and volunteer members, including managing applications, job offers, background checks, driver's license checks, credentialing program, and benefits enrollment.
- Serves as the primary administrative point of contact for District-provided benefits and coordinates enrollment, employee communications, documentation, and handles vendor inquiries.
- Building/facility coordinator responsible for coordinating and scheduling repairs to District buildings and facilities.

Education Requirements:

- High school diploma or GED required.
- At least 3 years of experience in a fast-paced administrative support position.

Preferred Qualifications

- Associate degree or higher in business admin., public admin., accounting, human resources, or a related field.
- Administrative support within a government or public safety environment.
- Current commission as a Texas Notary Public or ability to obtain a commission within 90 days of employment.

Knowledge, Skills, and Abilities

- Advanced command of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and general office experience.
- Basic knowledge of QuickBooks and overall budget process.
- Ability to create PowerPoint presentations, charts, graphs, and financial analysis.
- Strong written and verbal communication skills.
- Ability to manage multiple priorities and deadlines in a fast-paced environment.
- Strong organizational skills with attention to detail.
- Ability to work independently and as part of a team.
- Familiarity with record-keeping and filing systems, especially in a government or emergency service setting.
- Ability to maintain confidentiality and handle sensitive matters.
- Ability to compose correspondence from brief instructions or notes.
- Ability to interact with internal and external customers in a timely, courteous, and efficient manner.
- Possesses the necessary skills to proofread own materials and materials of others.
- Requires the ability to prepare for and take effective minutes during meetings.
- Ability to work with frequent interruptions.
- Ability to develop clear, accurate, and visually engaging social media content, written posts, and graphics, using social media platforms and graphic-design applications
- Ability to work under pressure, meet deadlines, and follow verbal and written instructions.
- Ability to establish and maintain effective working relationships with other employees, Board of Commissioners, and the general public.
- Knowledge of industry “best practices” and ability to continually seek, maintain, develop, and implement these practices in assigned area.
- Ability to work effectively as a team member in a fire/EMS combination department.

Employment Requirements:

- Employment is contingent upon successful completion of background investigation and drug screening.

Physical Requirements:

- Ability to sit at a desk for extended periods of time.
- Ability to lift up to 20 pounds occasionally (e.g., filing, office supplies).
- Ability to perform duties in an office environment with some potential for occasional fieldwork.

Work Environment:

- Normally works in a 40-hour, in-person office setting, but may be required to attend some offsite meetings or conferences. The work schedule may be adjusted to meet the needs of the District.

This job description serves as a general overview of the responsibilities and requirements for the Executive Assistant position and is not intended to be all-inclusive. Additional duties may be assigned as necessary to support District goals and objectives.