

ADMINISTRATIVE ASSISTANT POSITION DESCRIPTION

The Emergency Services District 4 Administrative Assistant reports to the District Administrator and has duties that include the following:

- Respond to phone calls and visitors of the ESD 4 office
- Support the Administrator with the preparation of Board agendas, meeting arrangements, materials and packets
- Support the Administrator with arrangement for Board presenters/speakers as set in agendas
- Review invoices from contractors for accuracy and report to Administrator for submittal to Board for approval of payment
- Coordinate the preparation of the Board meeting minutes and submit to the Administrator for final review prior to Board meetings
- Post the ESD 4 Meeting Agendas at the Bexar County Courthouse, outside the ESD 4 Office and on the ESD 4 website
- Check the ESD 4 post office box on regular basis
- Maintain the ESD 4 files in accordance with the file plan and at the direction of the Administrator
- Archive and destroy ESD 4 records as directed by the Administrator in compliance with state procedures
- Assist the Administrator with responses to Public Information and Freedom of Information Requests
- Support the Administrator in the maintenance of the ESD 4 website and social media accounts
- Support the Administrator in the preparation and updating of ESD 4 Policies and Procedures
- Attend any training as directed by the Administrator
- Attend for the Administrator and keep notes on any meetings as directed by the Administrator
- Conduct the duties and responsibilities listed above for the District 4 Fire and Rescue
- Other duties as required by the Administrator