

Fire Administration Clerical Functions			
Jennifer Vasquez 7:00 - 5:00	Andrea Watkins 7:00 - 5:00	Jean Wold 8:30-2:30	Laura Costello 7:00 - 5:00
Administrative Coordinator Supervise & Direct Staff Reception & Phone Support Back Up Admin Badges / Shift Calendars / Business Card Orders (back up) Deposits / Credit Card Batching / Mail (back-up) Amazon Floor/Chief Support Forms/Manuals Website City Works Management Accounts Payable Purchase Requisition Creation/PO Management Demands/Forms of Payments Petty Cash Visa Card Reconciling Invoice Submittal Tuition Reimbursements Records Requests Subpoenas (Back-Up) & Public Records Requests (NR) Civil Subpoenas/Time/Payment (back-up) Records Management (Questys) Public Service Agreements Weekly Activity Report Payroll (back-up) Personnel Personnel Changes / New Hire Binders Pay Changes / Education & Incentive Pay Tracking Perf Evals Tracking Dept. Personnel Files Worker's Comp Tracking Employee Biographies/In Touch New Hire Orientation Job Announcements/Interview Scheduling Travel/Training Employee Data Management	Administrative Assistant Reception & Phone Support Fire Prevention Support Floor Support (Back-Up) Plan Check Processing Community Care Licensing Tent/Carnival/Fair Permits Permit issuing/Fee collection Blast Notices (back-up) Burn Permits Scheduling Prevention Inspections Business License (back-up) Prevention Inspections Failed Reinspections /Pre-citation support R2/Smoke Detector Program support Engine Company Inspections support (back-up) Ipad Maintenance Payroll Processing/Entry Maintain Payroll Files Payroll Tracking Time Card Creation/Management Admin Deposits Mail Distribution Credit Card Batching Questys Record Management Badges / Shift Calendars / Business Card Orders Records Requests Subpoenas & Fire Incident Records Requests Civil Subpoenas/Time/Payment	Department Specialist Reception & Phone Support Floor Support Fire Prevention Support (Back Up) Plan Check Processing (back-up) Community Care Licensing (back-up) Tent/Carnival/Fair Permits (back-up) Permit issuing/Fee collection Blast Notices Burn Permits (back-up) Scheduling Prevention Inspections Business License Revenue Tracking (collections -> attorneys) Engine Company Inspections Failed Reinspections /Pre-citation support R2/Smoke Detector Program support Engine Company Inspections support Inspection Reports Admin Deposit (back-up) Mail Distribution Questys Records Management (back-up) CityWorks Management	Fire Admin Services Manager Grant Management AFG, UASI, SHSP, SHSE Incident Financial Management CFAA Reimbursements Incident Team Reimbursements CFAA Admin Rates Financial Management Budget Creation / Monitoring Invoice Approval Asset Management (tagging, depreciation) Revenue (Fire Dept Fees, Ambulance) Mid Year Adjustment CIP Project Tracking Chief / Division Support Costing Analysis /Personnel M&O RMS Management NFIRS Reporting WATER Audits Grants GMET Council Staff Reports, Resolutions Manage Admin Coordinator Statistical Information Compilation Annual Reports Contracts Website (back up)
Computer Programs Used	Computer Programs Used	Computer Programs Used	Computer Programs Used
OnScene, Telestaff, CAD, EPIC, CityWorks, NextRequest, Target Solutions, Visio, Adobe Word, Excel, Outlook, Intranet, Internet, Adobe	OnScene, Telestaff, CAD, CityWorks, EPIC, Visio, Adobe Word, Excel, Outlook, Intranet, Internet	CityWorks, Telestaff, CAD, EPIC Word, Excel, Outlook, Intranet, Internet	Telestaff, CAD, CityWorks Adobe,Next Request Word, Excel, Outlook, Intranet, Internet