

JOB DESCRIPTION
Wynne Fire Department – Office Manager

This position plays a crucial part in supporting daily operations and administrative functions of the fire department. The position is responsible for handling communications, managing schedules, assisting in various administrative tasks, issuing and collection of payments for permits.

Minimum Requirements

- High school diploma
- Ability to maintain confidentiality and handle sensitive information.
- Proficiency in MS Office (Word, Excel and Outlook) and familiarity with office equipment.
- Experience with operating and reconciling point-of-sale systems.
- Strong communication skills, both verbal and written.
- Ability to work with minimal supervision and stay on task.
- Attention to detail and problem-solving skills.
- Have and maintain an Arkansas Driver's license before and during the duration of employment with the city.
- Ability to maintain accurate records, type and enter data accurately, excellent organizational and time management skills.
- Ability to maintain effective and harmonious working relationships with other employees, department officials and the public.
- Ability to report to work each scheduled day, and on time.

Specific Job Tasks

- Maintain office services by organizing office operations and procedures.
- *Issues permits in accordance with local/state regulations.*
- *Receipts permit/license fees and reports to City Treasurer.*
- *Issues and renews contractor licenses.*
- In the absence of the Fire Chief and Building Inspector, answer general questions regarding the permitting process.
- *Provide customer service as needed.*
- Manage and maintain departmental records, including but not limited to incident reports, administrative documents, permitting receipts and records of funds received.
- Event coordination for the use of the training spaces.
- Monitor department expenditures, and submission of purchase orders and receipts to the city treasurer.
- Control correspondence, including but not limited to answering phones, managing emails, and monitoring office communication channels.
- Serves as the primary point of contact for internal and external inquiries.
- Relay messages and information accurately and promptly.
- Maintain and update contact lists.
- Manage office facilities and equipment, including maintenance, inventory and ordering supplies.

- Perform other duties as assigned and/or required.

Working Hours

- Monday through Friday, 8:00am to 4:00pm.

Benefits

- Paid employee health benefits.
- Paid holidays.
- Vacation/sick leave.