



## **Administrative Assistant – Data Analyst (Part-time)**

The City of Auburn Hills, Michigan is seeking qualified candidates for the position of Administrative Assistant – Data Analyst. Applicants should be prepared to work 24 hours per week. Salary range for the position is \$17 - \$19 per hour. The ideal candidate must possess excellent written and verbal presentation skills along with computer skills. The selected candidate will oversee the department's Hazardous Material permit program, utilize Geographical Information System (GIS) applications to perform various functions including incident mapping, pre-plan information, station district and response mapping including drive time analysis. Other duties include fire inspection and suppression record management along with composing draft department reports.

### **Requirements:**

- Graduation from high school or GED equivalent,
- Associate Degree preferred in occupational safety or closely related field,
- Must be proficient with the Microsoft Suite of products (Word, Excel, PowerPoint, Publisher),
- Preferred experience with various GIS applications.

**[www.auburnhills.org](http://www.auburnhills.org)**

**TO APPLY, SUBMIT COVER LETTER, RESUME, EMPLOYMENT APPLICATION AND REQUIRED MATERIALS TO:**

**CITY OF AUBURN HILLS**

**HUMAN RESOURCES DEPARTMENT**

**1827 N. SQUIRREL ROAD**

**AUBURN HILLS, MI 48326**

**Or to: [HumanResources@auburnhills.org](mailto:HumanResources@auburnhills.org)**

The City of Auburn Hills is an Equal Opportunity Employer



## **POSITION DESCRIPTION**

Position: Administrative Assistant – Data Analyst		Department: Fire	
Reports to: Fire Chief		FLSA Status: Non-Exempt	
Location: Fire Station 2	Division: Fire Prevention	Pay Grade: N/A	
Revised: June 2, 2021	Last Reviewed:	Union: N/A	Status: Part-time

### **GENERAL PURPOSE**

Performs a variety of routine and complex clerical, secretarial, and administrative work within the Fire Prevention division. This position provides administrative support utilizing GIS applications, ensuring fire inspection and suppression record management while providing oversight of the department’s Hazardous Materials Permitting Program.

### **SUPERVISION RECEIVED**

Works under the direct supervision of the Fire Chief

### **SUPERVISION EXERCISED**

None

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Oversee the fire department’s hazardous material permit program.

Manage structure pre-planning information for field access and emergency mitigation allowing compliance of Fire Fighter Right to Know statutes.

Data analysis of fire and medical record statistics.

Manage the fire prevention website development and maintenance.

Composes draft monthly and annual fire department reports.

Provide necessary GIS training to department staff.

Oversee and manage the fire department's Geographical Information System (GIS) applications:

- Pre-Plans – Firefighter Right to Know,
- HAZMAT GIS mapping,
- Medical pandemic location mapping such as COVID-19,
- Station district and response mapping including drive time analysis,
- Incident heat mapping.

Business occupancy data input and clean-up (Examples: emergency contacts, geographical locations, building codes, building structure, square footage, parcel identification, fire alarm, and fire sprinkler information) utilizing various software programs.

Inventory and procurement of fire prevention supplies and fire inspection equipment.

Public engagement scheduling, organizing, and setting up events (Examples: YouTube videos and car seat inspections).

Provide assistance in fire code research and analysis to Fire Inspectors when problems arise.

Oversee and track the scheduling of inspections (Fire Safety Inspection Program).

Operate listed office machines as required.

Other duties as assigned.

### **PERIPHERAL DUTIES**

Aid in accounts payable, purchase orders, miscellaneous receivable, general ledger, and building department Permitting.

Process the fire department's payroll when needed.

Tracking and order uniforms for personnel.

Prep and take minutes for Public Safety Advisory Committee meetings.

Track and complete FOIA requests while redacting private information.

May serve as a member of various employee committees.

### **MINIMUM QUALIFICATIONS**

Education and experience:

- (a) High School Diploma required, Associate Degree (60 credit hours minimum) from an accredited college preferred with course work in occupational safety, environmental health and safety, or closely related field.
- (b) Two years of increasingly responsible experience preferred in fire prevention activities.

## Required Knowledge, Skills, and Abilities:

- (a) Thorough knowledge of computers and the Microsoft Suite of products (Word, Excel, PowerPoint, Publisher), working knowledge of modern office practices and procedures, and prefer GIS and other software applications.
- (b) Skill in operation of listed tools and equipment.
- (c) Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

## **TOOLS AND EQUIPMENT USED**

Telephone, networked computer terminal, personal computer, copy machine, postage machine, fax machine, calculator, and other office equipment as assigned.

## **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 frequently required to sit and talk or hear. The employee is occasionally required to walk and climb stairs to access files; to use hands to finger, handler, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

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

Office is well lighted, carpeted, with heated and cooled environment.

The noise level in the work environment is typical of an office.

## **SELECTION GUIDELINES**

Formal application, review of education and experience; oral interview and background check; conditional offer of employment; post-offer medical examination; drug screening; and additional job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirement of the job change.