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| **`** | **FLINT HILL FIRE DEPARTMENT**  GENERAL POLICY |

**Policy Number:** 121.11

**Policy Title:** Administrative Support Position Description

**Adopted:** 06/07/2022

**Rescinds:** New

**Approved By: (Chief)**

1. **PURPOSE:**

To define the Flint Hill Fire Department (FHFD) Administrative Support position.

1. **DISCUSSION:**

The Administrative Support position is responsible for assisting department administration with the acquisition of supplies and ad hoc office tasks.

**III. POLICY:**

**Essential Functions:**

* Supply Acquisition/Delivery
* Ad Hoc Office Tasks

**Detailed Responsibilities:**

**Supply Acquisition**

1. Pick up prepaid supplies at local vendors.
2. Purchase and pick up supplies under the direction of a chief officer or administrative assistant.
3. Deliver supplies to stations as directed by a chief officer or administrative assistant.

**Office Tasks**

1. Perform office tasks (e.g., printing, copying, collating, filing) under the direction of a chief officer or administrative assistant.
2. Assist administrative assistant with inventory management.
3. Run miscellaneous errands as necessary.