



Portage Fire Rescue

Fire Chief Troy Haase

119 West Pleasant Street, Portage, WI 53901

Telephone (608)742-2172 / Fax (608)745-4601

Title: Administrative Assistant
Salary Range: \$45,760 - \$54,080 - Based on Qualifications
Hours: 8:00 a.m. – 4:30 p.m.
Access Application At: [Employment Opportunities | City of Portage Wisconsin](#) or contact (608) 742-2172.
Application Deadline: **March 28, 2025, at 1:00 p.m. CST**

Portage Fire Rescue is seeking a proactive and organized Administrative Assistant to support our expanding Fire and EMS operations. The Fire and EMS Administrative Assistant provides essential administrative support to the Fire and EMS leadership team, ensuring efficient operations of the agency. This position is responsible for coordinating administrative functions, carrying out fiscal responsibilities, disseminating vital communication to all employees, and being responsible for the agency's administrative efficiency and effectiveness. The role requires strong organizational skills, attention to detail, and the ability to handle confidential information. The position is expected to complete daily work with minimal instructions and/or guidelines, prioritize their work schedule, and meet critical deadlines.

Submit the City of Portage General Employment Application, resume, cover letter to Fire Chief Troy Haase at 119 W. Pleasant Street, Portage, WI 53901 or via email at troy.haase@portagewi.gov. **Include in your cover letter the best time for you to interview for the position.**

Pre-employment Questions

- Complete the following questions below and submit with your application.
 - ✓ What steps do you take to ensure accuracy when managing office records?
 - ✓ In your opinion, what role does an Office Administrative Assistant play in a company's success?
 - ✓ What strategies do you use to prioritize tasks when faced with multiple deadlines?

Required Minimum Training and Experience to Perform Essential Job Functions

- High school graduate or GED equivalent is required, supplemented with a minimum of two years' experience in a similar work situation.
- Must possess and maintain a valid Wisconsin Driver's License.
- No felony convictions that have an impact or are related to the essential job duties of this position within the limitations of State and Federal Law.

Desired Training and Experience

- Associate degree as an Administrative Professional
- Familiarity with fire and EMS terminology, operations, and reporting systems is a plus.

Hiring Process

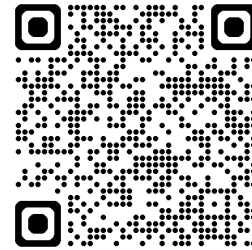
- Pass a comprehensive background screening that includes a criminal background check
- Pass a pre-employment drug screening examination

Tentative Hiring Process Dates

- Application Due Date – March 28, 2025, at 1:00 p.m. CST
- Interviews – April 7-9, 2025
- Notify Candidate – April 11, 2025
- Tentative Start Date – May 5, 2025

Benefit Package

The City of Portage provides competitive compensation including vacation time, sick time, paid holidays, health and dental insurance, and participation in the Wisconsin Retirement System.

City of Portage Employment**Portage Fire Rescue Webpage**

CITY OF PORTAGE
Position Description

Department: Fire/EMS

Position Title: Administrative Assistant

FLSA: Non-Exempt

Date: 2/26/2025

Reports to: Fire Chief

Purpose of Position

The Fire and EMS Administrative Assistant provides essential administrative support to the Fire and EMS leadership team, ensuring efficient operations of the agency. This position is responsible for coordinating administrative functions, carrying out fiscal responsibilities, disseminating vital communication to all employees, and being responsible for the agency's administrative efficiency and effectiveness. The role requires strong organizational skills, attention to detail, and the ability to handle confidential information. The position is expected to complete daily work with minimal instructions and/or guidelines, prioritize their work schedule, and meet critical deadlines.

Supervision Received

Responsible to, and reports directly to, the Fire Chief.

Supervision Exercised

None.

Essential Duties and Responsibilities

- Assist the Fire Chief, Assistant Chief of EMS, Lieutenant Inspector, and other department personnel with daily administrative tasks.
- Maintain and organize department records, including personnel files, training certifications, and incident reports with absolute confidentiality.
- Gathers information and processes various reports for the Fire Chief, City and State.
- Prepares and processes payroll records for all full-time members.
- Calculates payroll semiannually for paid-on-call firefighters.
- Manage and track department expenditures, assist with budgeting, purchase orders, and process invoices.
- Coordinate department activities, ensuring smooth communication between staff, city officials, and external agencies.
- Serve as a primary point of contact for inquiries from the public, vendors, and partner organizations.
- Handle incoming calls, emails, and walk-in requests, directing them appropriately.
- Prepare and distribute official correspondence, reports, and meeting agendas.
- May coordinate and comply with public records requests, electronic filing and archiving.
- Maintains strict confidentiality and complies with the Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- Processes training registrations and make travel arrangements for agency personnel as needed.

- Responsible for maintenance of various HR files, including 10-99s, and personnel files.
- Record and prepare minutes for Portage Emergency Planning Committee and City Safety Committee meetings.
- Performs FireWorks and Staffworks system oversight and ensures accuracy.
- Prepares all Township billings as well as HazMat billings for Finance Director.
- Annually coordinates/organizes the Chester Sroka Fire prevention fund raising efforts.
- Purchase all fire prevention materials, assist in organizing the Open House.
- Assist Association Executive Committee with paid-on-call applications through all steps of the hiring process.
- Coordinates ordering and maintains inventory control of office supplies, fire and EMS supplies.
- Submits all incident reports to the State and Department of Homeland Security.
- Review, process EMS reports and work with billing and collections companies to ensure timely patient invoices and payments.
- The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Required Minimum Training and Experience to Perform Essential Job Functions

- High school graduate or GED equivalent is required, supplemented with a minimum of two years' experience in a similar work situation.
- Must possess and maintain a valid Wisconsin Driver's License.
- No felony convictions that have an impact or are related to the essential job duties of this position within the limitations of State and Federal Law.

Desired Training and Experience

- Associate degree as an Administrative Professional
- Familiarity with fire and EMS terminology, operations, and reporting systems is a plus.

Knowledge, Abilities and Skills Required to Perform Essential Job Functions

- Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility.
- Requires knowledge of clerical and administrative skills to perform independently, regular and recurring activities requiring knowledge of the functions, procedures and purpose of the area to which assigned.
- Requires knowledge and ability to work on special projects and tasks which call upon specialized abilities and knowledge possessed by the employee.
- Requires exceptional customer service skills and professionalism to internal and external customers.
- Requires the ability to exercise good judgment while under stress.
- Possesses arithmetic skills for accurately calculating decimals and percentages.
- Requires ability to communicate effectively, both verbally and in writing; ability to follow verbal and written instructions.
- Requires ability to prepare for and take effective minutes during meetings.
- Requires ability to operate standard office equipment.

- Requires proficiency in Microsoft Office programs, including the ability to assist others on same.
- Requires the ability to work under pressure and to meet deadlines.
- Requires ability to serve the public in a manner conducive to positive customer relations, in situations which may be stressful.
- Requires ability to establish and maintain effective working relationships with supervisors, other employees both within and external to the agency, and the public in general.
- Requires ability to work with frequent interruptions.
- Ability to plan and coordinate events, including travel logistics.
- Requires ability to learn and proficiently use current accounting software.
- Knowledge and ability to learn purchasing, projects and contract administration, accounting, fixed assets, and records retention.
- Knowledge of HIPAA and other laws related to the maintenance, retention and confidentiality of patient and employment records.

Work Environment

Normally, works a 40-hour week from 8:00 a.m. to 4:30 p.m. The work schedule may be adjusted to meet the needs of the Department. Work may require evening, weekend, and holiday duty. Most work is done in an office environment, including various meetings and conferences.

The City of Portage is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.