

# City of Roswell, Georgia

## JOB DESCRIPTION

[www.roswellgov.com/jobs](http://www.roswellgov.com/jobs)

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Fire Support Coordinator

**Department:** Fire  
**Pay Grade:** 507  
**FLSA Status:** Non-Exempt  
**Job Code:** FR78

#### JOB SUMMARY

The purpose of this position is to provide vital operational coordination and administrative support for the Roswell/Alpharetta Public Safety Training Center (RAPSTC) and Fire Department Headquarters. This role is responsible for ensuring the smooth operation of facilities, managing logistical functions, and delivering professional assistance to support leadership initiatives and advance the Fire Department's mission. By serving as a central point of coordination, this position contributes to organizational efficiency, effective communication, and the department's overall strategic goals.

#### ESSENTIAL JOB FUNCTIONS

##### **Administrative and Clerical Support**

- Provides high-level administrative support to Fire Department leadership and staff, including drafting correspondence, reports, and presentations.
- Manages calendars, schedules appointments, and coordinates meeting logistics for Fire Department Headquarters and RAPSTC.
- Prepares agendas, records meeting minutes, and distributes materials for meetings and events.
- Ensures proper organization and recordkeeping, both electronically and physically, in compliance with retention policies.
- Handles sensitive communications with professionalism and confidentiality.

##### **Coordination and Logistical Support**

- Manages daily operations at the Roswell/Alpharetta Public Safety Training Center (RAPSTC), including room reservations, event scheduling, and after-hours coordination.
- Coordinates logistics for Fire Department meetings, training, programs, and events, including resource allocation and setup.
- Oversees maintenance projects, vendor activities, and service contracts for RAPSTC and Fire Headquarters facilities, ensuring compliance with safety regulations, fire codes, and departmental policies.
- Administers access control systems, issues facility keys, and maintains accurate records.
- Develops and maintains facility operating procedures to streamline operations and ensure compliance.
- Tracks and supports training compliance, instructor certifications, and reporting requirements for RAPSTC and department staff.

#### **Financial and Budgetary Support**

- Assists with preparing and monitoring budgets for RAPSTC and Fire Department Headquarters to ensure compliance with approved funds.
- Processes purchase orders, invoices, and payments, maintaining accurate financial records and documentation.
- Tracks costs for facility operations, maintenance projects, and events, providing updates to leadership as needed.

#### **Customer Service and Communication**

- Acts as the primary point of contact for RAPSTC and Fire Department administrative matters, addressing inquiries professionally and efficiently.
- Communicates with City officials, vendors, contractors, and the public regarding facility operations and Fire Department programs.
- Resolves complaints or inquiries related to administrative support, facility use, and project coordination.

**EMERGENCY RESPONSE STATUS:** This position will be required to work as directed during an undeclared and/or declared emergency as a condition of employment. The employee is subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and duties other than those specified in the official job description.

#### **MINIMUM QUALIFICATIONS**

##### **Education and Experience:**

- High school diploma or GED; Associate's degree in Public Administration, Business, or related field preferred.
- Experience: Three (3) years of experience in administrative support, facility

coordination, or project management, preferably in a public safety or fire service environment.

**Licenses or Certifications:**

- May require a Notary Public License.
- Additional certifications may be required based on assignment.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia within three months of being hired, with a satisfactory Motor Vehicle Record (MVR).

(\*) If a candidate cannot be identified as having the education and experience as outlined, other candidates with an equivalency of significantly higher level experience or education may be considered.

**Other/Special Requirements:**

- Requires a comprehensive background investigation to include a local, state, and federal criminal history check, financial background, and sex offender registry check.
- Requires satisfactory results from pre-employment substance abuse testing and is subject to random controlled substance testing.

**Knowledge, Skills, and Abilities:**

- Ability to accurately and be proficient in Microsoft Word, Excel, and Outlook.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division; calculate decimals and percentages; utilize principles of fractions and interpret graphs.
- Ability to apply principles of rational systems, interpret written and verbal instructions, and exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

- Ability to exercise judgment, decisiveness, and creativity in situations involving evaluation of information against measurable or verifiable criteria.
- Ability to provide effective and constructive communication; champions a culture that encourages and embraces new ideas, develops individuals, and welcomes and encourages diverse perspectives.
- Ability to articulate strategic and innovative thinking.
- Maintains a positive attitude and approaches the job with enthusiasm and curiosity to promote a solutions-oriented work culture.
- Ability to cope with stressful situations firmly, courteously, tactfully, and with respect for the rights of others.
- Ability to work effectively as part of a team, contributing to shared goals and fostering an environment of mutual support and collaboration.

#### **PHYSICAL DEMANDS**

The work is sedentary to light, which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Tasks also require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

#### **WORK ENVIRONMENT**

Work is regularly performed without exposure to adverse environmental conditions.

**The City has the right to revise this job description at any time. This description does not represent a contract of employment.**

*The City of Roswell, Georgia, commits to a policy of equal employment opportunity for applicants and employees, complying with local, state, and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*