

## **FIRE ADMINISTRATIVE SERVICES MANAGER**

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### **DEFINITION**

Under general direction plans, coordinates, and supervises Fire Department administrative services, programs, projects, functions and activities, including budgeting, grant administration, human resources and payroll, purchasing, accounting, inspection services, and information technology; provides highly responsible staff assistance to the Fire Chief; and performs other related work as required.

### **DISTINGUISHING FEATURES**

The Fire Administrative Services Manager exercises a high degree of responsibility for specialized research, analysis, program administration, and administrative operational supervision, requiring a thorough understanding of fire protection, fire prevention and emergency medical services operations, functions and systems and related laws, codes and regulations, as well as Fire Department practices, information systems, administrative policies and reporting practices.

### **EXAMPLES OF DUTIES**

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

*Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

#### **Essential Duties**

1. Plans, coordinates and supervises the work of staff engaged in Fire Department administrative functions including billing, accounting, purchasing, inspection services, data management and information systems, human resources and payroll.
2. Analyzes proposed legislation affecting fire and emergency medical services, revenues and programs to determine impact on budget, staffing and administrative organization; ensures that State, Federal and local rules, regulations and directions are appropriately interpreted and implemented.
3. Represents the Fire Department in dealing with Federal, State and local agencies and other City departments and officials on fiscal and administrative matters.
4. Develops and administers various fire-related contracts for services, identifying needs of the Department and City in developing scopes of work, deliverables and negotiating terms of agreements.
5. Coordinates capital projects, acting as liaison to various City departments and outside agencies; assists with capital improvement project development, and coordinates project specifications.
6. Analyzes complex issues in a number of areas relating to Fire Administration, finance, operations, policies and procedures; prepares written findings and reports; makes recommendations; and formulates written policies and procedures.
7. Prepares, analyzes, and presents documents including a variety of databases, spreadsheets and reports relating to Fire Department business including budgets, expenditures, purchasing, and contracting.
8. Collaborates with other City departments, public officials, consultants and members of the community and explains City policies and procedures; makes presentations on various Fire Administration projects and programs.
9. Identifies, recommends and prepares cost analysis for programs which may enhance the delivery of services.
10. Performs research on available grants; prepares applications and writes proposals to fund various fire service related activities including community preparedness activities; assists in the implementation of the grants, ensures compliance requirements are met, and establishes outcome reporting measures and documentation; prepares financial and performance reports to funders; third-party and funder audits; and may supervise grant-funded staff to ensure the compliance and coordination of services.
11. Assists with the Fire Department's public communications activities including writing press releases, preparing information for the media, responding to requests for information, and overseeing website layout and content.
12. Coordinates and directs Fire Department budget preparation and administration; assists with budget needs

assessment, cost analysis, and development and implementation of cost control.

13. Serves as liaison with Human Resources Departmental staff and manages Fire Department selection process including pre-employment, coordination and scheduling of interviews, backgrounds, medical exam, and psychological exams, as well as communication of results to candidates and issuance of conditional offers of employment.

#### Other Duties

14. Supervises, trains and evaluates assigned staff.
15. Performs related duties as assigned.

#### **WORKING CONDITIONS**

- Indoor office environment.
- Ambient office sounds and noises such as speaking, working office equipment and software.
- Travel to City work sites and locations to conduct work.

#### **PHYSICAL DEMANDS**

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and make presentations.

#### **EMPLOYMENT STANDARDS**

##### Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four year college or university with major course work in public or business administration or related field.

Experience: Five years of professional administrative and management experience which must include budget development, contract administration, financial operations, and at least one year of lead or supervisory experience. Two years of both public sector Fire Administration and supervisory experience is highly desirable.

##### Knowledge

Knowledge of principles of current public administration including budget and finance, business statistics, research and analysis, management and administrative methods, human resources administration, procurement and staff work and reporting; fire protection, fire prevention and emergency medical services operations, functions and systems and related Federal, State, and local laws, codes and regulations; designated fire-specific technological systems, including fire incident data management and electronic patient care reporting systems, comprehensive fire service and shift scheduling systems with payroll interface, and web-based fire policy and procedural systems; labor relations practices and procedures; public communication activities with an emphasis on first responder incidents; and laws concerning governmental revenue sources including fire-related grants.

##### Ability

Ability to effectively plan, organize and supervise assigned Fire Administration functions, activities, programs and services; develop and implement goals, objectives, procedures and controls; administer and evaluate work programs; perform both complex and routine administrative work with speed and accuracy; interpret and apply established City policies, procedures and codes, including complex labor agreements; interpret and apply federal and state legislation and court rulings; establish and maintain accurate records; utilize current computer equipment and interpret computerized information; plan, interpret and analyze information; draw valid conclusions and project consequences of decisions and recommendations; prepare studies and reports concerning complex matters; set priorities, meet deadlines and make sound decisions; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees and the general public and supervise, train, and evaluate assigned staff.

##### Other Requirements

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

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