



CENTRAL COUNTY FIRE DEPARTMENT

ADMINISTRATIVE SERVICES MANAGER

Division – Administration
FLSA Status: Exempt

Management Unit
Creation Date: 7 / 2017

GENERAL PURPOSE

Under general direction of the Fire Chief, performs a variety of responsible, confidential and complex clerical, administrative and office management duties in support of the activities and functions of the Fire Department; directs, supervises and evaluates administrative staff; performs other duties as required.

DISTINGUISHING CHARACTERISTICS

The Administrative Services Manager is a member of the Fire Chief's management staff, performing complex and sensitive administrative work, which has department-wide implications. This is an administrative management position encompassing both supervisory and staff responsibilities. Incumbents have considerable latitude in exercising the use of independent judgment, particularly when representing the Fire Chief with other City departments, outside agencies and community groups.

SUPERVISION RECEIVED/EXERCISED:

Administrative direction provided by the Fire Chief.

Exercises direct functional and technical supervision over clerical and support personnel.

ESSENTIAL DUTIES

- Assists the Fire Chief by carrying out administrative assignments as directed
- Serves as Secretary for Board of Directors; takes and prepares minutes
- Prepares agenda, staff reports and packets for all Board of Director meetings
- Properly interprets and makes decisions in accordance with laws, rules and policies
- Uses independent judgment in decision making
- Formulates, recommends, interprets and enforces departmental rules, regulations, policies, procedures, and operations; understand the department's organizational structure
- Responsible for the design, development, implementation, administration, monitoring and evaluation of various administrative fire department programs
- Composes, prepares, edits items such as letters, staff and statistical reports, contracts, specifications, bulletins, memoranda, and minutes of meetings
- Supervises the work of assigned staff, to include the hiring, training, performance management and evaluation of staff
- Assesses and monitors workload, administrative support systems and internal reporting relationships
- Identifies opportunities for improvement; recommends and implements changes
- Assigns projects and programmatic areas of responsibility
- Reviews and evaluates work methods and meets with key staff to identify opportunities for efficiencies
- Ensure the accuracy, proper format, neatness, completeness, and compliance with established standards of reports, letters, records and other written material

- Manages fiscal activities of the Department including accounting, payroll, budget and purchasing activities; approves expenditures and implements budgetary adjustments as appropriate
- Coordinates the annual preliminary Department budget review and preparation process
- Assists in the preparation of the departmental budget
- Maintains departmental personnel files
- Supervises accurate time reports for department personnel
- Maintains “reminder” and departmental files for correspondence, reports, and specialized information
- Screens and routes telephone calls, correspondence, and visitors for the Fire Chief
- Responds to concerns and requests for information

MINIMUM QUALIFICATIONS

- Graduation from high school or GED equivalent
- Equivalent to an Associate’s degree from an accredited college with course work in public administration, business administration or a related field is highly desirable
- Five (5) years of increasingly responsible administrative experience including supervision of staff
- Possession of a valid California driver’s license

KNOWLEDGE OF:

- Public administration and management principles
- Human resources administration; local government organizations; effective techniques and methods of teamwork, leadership and supervision; methods of report preparation and presentation
- Proficiency in Microsoft Office Suite and other related computer programs
- Budget monitoring; budgetary and financial record keeping techniques
- Experience with office administrative practices and procedures, including records management
- Principles and practices of project management
- Knowledge of basic public, personnel, purchasing and contract administration practices

SKILLS AND ABILITIES:

- Independently perform a variety of technical duties including research, compilation and report development
- Review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff
- Operate a personal computer utilizing spreadsheet, word processing and database software at an intermediate to advanced level
- Collect, compile, analyze and present a variety of data in a meaningful way; develop and implement various data collection and reporting systems
- Coordinate multiple projects and meet critical deadlines
- Interpret, apply and explain laws, rules, code and policies and procedures
- Review budget submissions and revisions for mathematical and accounting accuracy.
- Understand and translate policies and practices into everyday working practices; make

sound decisions with solid problem solving methods

- Review documents and operational procedures; interpret, identify, explain and problem solve issues and recommend corrective action
- Obtain information through interview; deal firmly and courteously with the public
- Analyze situations quickly and objectively to determine proper course of action
- Understand the organization and operations of the department and of outside agencies as necessary to assume assigned technical responsibilities
- Coordinate the development and monitoring of an assigned program project budget; project, track and reconcile expenses
- Compose professional quality correspondence and letters; write highly technical, detailed and analytical reports
- Maintain a high level of confidentiality of a wide range of sensitive information when involved with human resource, payroll or other confidential issues
- Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces
- Exemplify an enthusiastic, resourceful and effective customer service attitude with the public, co-workers and others who are contacted in the course of work
- Be an integral team player, which involves flexibility, cooperation and communication.

ENVIRONMENTAL ELEMENTS:

Work in a standard office environment; drive a motor vehicle; read fine print and a computer monitor; sit/stand at a desk; write and use keyboard; frequent decision-making and concentration; frequent public and/or coworker contact; occasionally working alone; some duties require travel from site to site; occasional exposure to extreme noise from sirens and emergency equipment. Must have the ability to work a flexible schedule occasionally to meet deadlines and/or attend night meetings.

Human Resources Manager

Date

Fire Chief Approval

Date