



Job Title	Fire Administrative Services Manager	FLSA Status	Exempt
Band	MGR	Probationary Period	At-Will
Zone	5	Job Code	18250

Class Specification – Fire Administrative Services Manager

Summary Statement:	
<p>The purpose of this position is to manage, supervise, and coordinate the Finance, Planning, and Analysis Division activities and operations within the Fire Department including fiscal, information systems, and planning program services and activities; coordinate assigned activities with other divisions, departments, outside agencies, and the general public; and to provide highly responsible and complex staff assistance to the Fire Chief.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
30%	Oversees and coordinates the organization, staffing, and operational activities of the Finance, Planning, and Analysis Division of the Fire Department including fiscal, information systems, and planning services and activities. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs including the areas of purchasing, payroll, and accounting; and recommends and implements resulting policies and procedures. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; and implements improvements. Directs, coordinates, and reviews the work plan for assigned fiscal, information systems, and planning services and activities; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; and meets with staff to identify and resolve problems.
30%	Oversees, directs, and participates in the development and administration of the Fire Department's annual budget and capital improvement requests; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors expenditures and provides final approval of Department expenditures; and implements adjustments. Conducts a variety of organizational studies, investigations, and operational studies; and directs and participates in the preparation of strategic and financial plans for the Department.
20%	Plans, coordinates, directs, and evaluates activities associated with the department's



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	information systems and applications; directs short- and long-term planning to develop information system priorities; participates in the selection, acquisition, operation, and maintenance of assigned computer hardware and software; participates in modifying computer applications to fit department needs; and train users.
10%	Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; and implements discipline and termination procedures.
10%	Coordinates assigned activities with those of other programs, divisions, and outside agencies and organizations. Serves as staff on a variety of boards, commissions, committees, and task forces; and prepares and presents staff reports and other necessary correspondence. Provides responsible staff assistance to the Fire Chief. Attends and participates in professional group meetings; and remains current of new trends and innovations in the field of public administration. Serves as Finance Section Chief during major community events or disasters.

Competencies Required:
Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:
Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and



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systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in business administration, public administration, or a related field.

Experience: Five years of full-time responsible public finance, budget analysis, administrative, and/or management experience including two years of administrative and/or supervisory experience.

Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

ICS 100	Within 12 months of start date
ICS 200	Within 12 months of start date
ICS 300	Within 12 months of start date
ICS 400	Within 12 months of start date
ICS 700	Within 12 months of start date
ICS 800	Within 12 months of start date
Finance Section Chief certification	Within 12 -18 months of start date
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised:

Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decision on hiring and disciplinary actions, evaluating program/ work objectives and effectiveness, and realigning work and staffing assignments, as needed.



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Supervision Received:

Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Fiscal Responsibility:

The job title prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: October 2014