

JOB DESCRIPTION

City of Patterson



Human Resources

FIRE DEPARTMENT ADMINISTRATIVE MANAGER

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under minimal direction, the Fire Department Administrative Manager manages the administration of support services for the City of Patterson Fire Department and the West Stanislaus Fire Protection District (WSFPD); plans, assigns supervises and evaluates the work of assigned staff; provides confidential and complex staff support to the Fire Chief and WSFPD Board; manages the Department's records and communications functions; plans and coordinates various administrative and staff functions and workloads; assists with the Department's budgeting and purchasing activities; serves as Clerk of the Board for the WSFPD; serves as a member of the Department's management team, coordinating Department activities with other city, county, regional, state departments and the general public; performs other related duties as required and special projects as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives minimal direction from the Fire Chief or his/her designee.

Exercises direct and indirect supervision over assigned administrative support staff.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to, the following:

Plans, organizes, and directs all activities of the Fire Department's Administrative Division, including budgeting (City and District), financial reporting, office automation and information systems, contract management, personnel management, and training; evaluates subordinate personnel; coordinates disciplinary action as necessary.

Oversees and participates in the development of the City of Patterson's Fire Department and West Stanislaus Fire Protection District budgets; participates in the forecasting of necessary funds for staffing, materials, services, and supplies; monitors approved budgets; discusses and resolves budget issues with appropriate staff.

Oversees Accounts Payable (Fire District); approves all coded invoices and purchase orders; review monthly expense reports; maintains spending within approved amounts; responsible for the processing/payment of invoices for Fire District.

Acts as Clerk of the Board (Fire District), preparing agendas and board packets; takes accurate minutes of meetings; provides administrative/logistical support to board members.

Prepares and provides complex reports, correspondence, staff reports, ordinances, and resolutions to the City and Fire District Administrations, committees, city/district departments/stations, outside agencies, and the public.

Prepares and coordinates departmental items for City Council Agendas; prepares recommendations for consideration by the Fire Chief.

Coordinates activities with the Fire District Liaison; maintains accurate records of special funds, including grants and Fire District-specific fees; responsible for collecting and tracking of District development fees.

Coordinates training of division personnel; assumes responsibility for motivating and evaluating assigned subordinates; identifies and resolves staff deficiencies; participates in the recruitment, hiring, and training of division staff, including part-time, Youth Employment Program (YEP) and Regional Occupational Program (ROP) candidates.

May serve on committees; may represent the Fire Department to other departments, agencies, community groups and/or the general public; participates in meetings, conferences, workshops, trainings, etc., as assigned; attend City Council meetings as needed.

Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management, staff, and the public.

Performs related duties as required and special projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Principles and practices of organization, administration, and personnel management; principles and practices of budget preparation and administration; research methods, records management and report writing; principles and practices of budgeting accounting and financial record keeping in a municipal government/special district; information systems equipment and procedures; general responsibilities, rules and regulations pertaining to local government agencies/special districts, including municipal fire departments and fire districts.

Ability to: Plan, organize, analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; analyze facts and make sound recommendations; prepare completed staff work for oral and written communications; work with control sensitive and confidential information; estimate and project revenues and expenditures; plan, initiate, and complete work assignments with a minimum of direction; communicate clearly and concisely, both orally and in writing; establish and maintain cooperative-working relationships in a team environment and with those contracted in the course work; utilize word processing, spreadsheet and presentation computer software in an effective and efficient manner.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older

Must be a non-smoker

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check

Must be able to provide proof of U.S. citizenship or legal right to work in the United States

EXPERIENCE and CERTIFICATIONS

Any combination of education, training, and experience which would likely provide the required knowledge, skills, and abilities: Normally this would include:

Education: High school diploma or GED plus additional training and/or experience equivalent to a BA/BS degree from an accredited college or university with major course work in Business or Public Administration or a related field.

Experience: Five (5) years of increasingly responsible technical, administrative, or analytical experience in a public agency or special district

License or Certificate: Possession of a valid Class C California Driver's License.

MENTAL AND PHYSICAL REQUIREMENTS

Mental Requirements: The mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: While performing the duties of this job, the employee is regularly required to 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.

Physical Requirements: Position requires prolonged sitting, standing, walking, reaching, twisting, and turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. The need to lift, drag, and push files, computer reports or other materials weighing up to 25 pounds is also required.

Environmental Conditions: The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job: While performing the duties of this job, the employee regularly works in a standard office environment.

FLSA Status: Exempt

Revised: August 2012

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