



Job Description

Administrative Services Director

Job Title:	Administrative Services Director	Reports To:	Fire Chief
Salary Range:	#55: \$81,410.99-\$109,098.51	FLSA Class:	Exempt

Position Summary:

Under general direction of the Fire Chief assumes primary responsibility for the supervision and management of the District's systems and programs, including planning, organizing, developing, implementing, coordinating and directing. Duties include formulating records management, personnel policies, practices and procedures and provides recommendations to the Fire Chief. Directs and performs work of a complex nature in assisting the Chief or other members of the senior leadership team with planning, research and analysis of assigned business projects. This position requires independent judgment and discretion to collect, analyze, interpret and report data, recommending specific action on a variety of business initiatives.

Supervise assigned support and clerical office staff. This position has District-wide responsibility and incorporates all requirements for HIPAA and other confidential treatment of job information. This position receives general supervision from the Fire Chief and is a member of the Senior Leadership Team.

Essential Functions:

- Manage records, files, reports and other data in the office of the Fire Chief; does research, gathers information, and analyzes data and documents to provide the Chief with supporting information for decision making, presentations, development of positions, completion of tasks and District reporting.
- Organize, analyze and evaluate data from all sources, using statistical methods to ensure validity of results. Evaluate information to determine feasibility of proposals or to identify factors requiring amendment such as environmental impact statements, construction specifications, or budget or staffing estimates.
- Produce high quality presentations, executive reports and other documents that demonstrate excellent copy editing, attention to detail and accuracy, and are professionally formatted using PowerPoint, Excel, Publisher, Corel and other software products.
- Directs District technology applications and computers systems, tele-communications, office equipment, vehicle/apparatus tough books and supporting software to provide required District services to the public.

- Maintain and act as custodian of various management tools such as, but not limited to, procurement process, management databases, donor organizations and other funding sources.
- Formulates and recommends Records Management Systems (RMS) and objectives for the District.
- Identifies legal requirements and government reporting regulations affecting personnel function (ex. OSHA, EEO, FLSA, COBRA).
- Assists in the development, administration, and monitoring of the division's budget.
- Protects interests of employees and the organization in accordance with District policy and governmental laws and regulations.
- Establishes and coordinates in-house management training programs that address organizational needs.
- Keeps supervisor informed of significant problems that jeopardize the achievement of objectives, and those which are not being addressed adequately for all levels.
- Prepares, recommends, and maintains records and procedure for controlling personnel and data transactions and reporting personnel data.
- Maintains personnel records.
- Serves as EEO specialist.
- Coordinates benefit programs.
- Manages and supervises administration personnel and their job functions.

Knowledge, Skills, and Abilities:

- Knowledge of SFMD policies and procedures.
- Knowledge of statutory duties of the District, including records retention, preservation, and recording.
- Knowledge of SFMD operations, organizations, procedures and policies.
- Knowledge of principles and practices of office administration, management and supervision.
- Knowledge of budget and financial analysis, planning, forecasting and control procedures.
- Knowledge of statistical analysis and financial forecasting.
- Knowledge of computer hardware/software systems, including server technology, dispatch, and other end user technologies.
- Specialized knowledge of District compliance and accreditation requirements; ISO, and NFPA 1710
- Knowledge of principles of effective communication including public speaking, and report writing.
- Skill in analyzing, trouble shooting and recommending solutions to various technology problems and needs.
- Skill in communicating effectively verbally and in writing.
- Skill in assigning and leading work of others.
- Skill in meeting deadlines and prioritizing work.
- Skill in analyzing and evaluating administrative needs, identifying problems, and developing feasible solutions.
- Skill in maintaining confidentiality and handling discrete and sensitive issues.

Required Training and Experience:

The Administrative Director must be knowledgeable in all phases of a project management life cycle and possess knowledge of fire service technology and software applications. Must be able to interpret and/or configure computer applications software such as Microsoft Suite, Telestaff, Image Trend, Target Solutions, Lexipro and other industry solutions to track project development, project control, risk management practices and issues, and project documentation processing and archiving as well as operational performance in a wide variety of areas dealing with emergency medical and fire suppression services.

A Bachelor's Degree in public administration, records management, business, or closely related field; and knowledge and skills in Human Resources and basic Firefighting skills. Four (4) years of increasingly responsible work experience in the fire administration and field support. Four (4) years of supervisory experience; or an equivalent combination of education and experience.

Experience working in environments that require high levels of confidentiality and compliance with complex regulations. Should possess specialized knowledge of the District's compliance, accreditation, and information technology requirements.

Physical Demands and Activities:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions. The noise level in the work environment is usually quiet and, at all times is within safe OSHA standards.

Physical Activities:

- Must be able to handle or manipulate objects, tools, and operate controls.
- Must be able to reach for stacked products, store and retrieve file boxes on high shelves.
- Must be able to push, pull, lift and/or carry as much as 10 lbs.
- Must be licensed and have the ability and skill to drive a vehicle.

This job specification should not be construed to imply that these requirements are exclusive standards for the assignment. Incumbents will follow any other instructions, and perform any other related duties as may be required by supervisory personnel. Performance of other essential functions may depend upon work location, assignment and/or shift.