



## Rio Verde Fire District

**Job Title: Administrative Manager**

**Reports To: Fire Chief**

### **Overview of the Position**

The Administrative Manager provides highly-skilled administrative support and office management responsibilities for budget, finance and administrative functions. This position may supervise clerical or paraprofessional staff. The Administrative Manager is characterized by responsibility for a variety of activities to be met with minimal supervision including: making, and being held accountable for, decisions on operating problems for a designated sphere of activity; providing staff assistance to the Fire Chief and department managers/supervisors in the exercise of administrative/financial responsibilities; compiling data for administrative/financial analysis; preparing summaries of data from complex records; analyzing records or systems in order to assist managers/supervisors with administrative tasks; interpreting policies and procedures; and serving as a representative of the managers in contact with other employees, officials, and the general public.

### **Duties and Responsibilities**

Budget preparation support; management of the approved budget; payroll processing; administrative support for the Public Safety Personnel Retirement System; coordination of fireboard elections; prepares and publishes legally required Notices; assists with the preparation of district policies and procedures; assists in the preparation of grant applications and management; meeting and giving information to the public in order to communicate departmental policies and procedures; using a variety of personal computer (PC) software (i.e., word processing, data management, spreadsheet, desktop publishing, etc.), to produce documents in support of the department functions; proofing and editing work to ensure clarity and good grammar, and checking forms and other materials for accuracy and completeness; creating and maintaining database systems; and managing office supplies and equipment.

Other duties include: conducting research by gathering data from various sources and preparing various reports and compilations; resolving discrepancies in records and reports, and following-up as necessary; compiling budget requests and other financial documents, and recommending expenditure requests for designated accounts; assisting in coordinating activities and coordinating the flow of paperwork; entering payroll information into a PC; coding and processing personnel forms, Invoices for Payment, Purchase Orders, and debit accounts; and maintaining and/or coordinating calendars and making meeting, facility, and travel arrangements; document decisions of advisory or policy board meetings, and prepare and distribute information, agendas, packets, and other materials; and transcribe dictation from tape. This class performs related duties as required.

## **Qualifications**

High school or GED and Extensive (5+ years) experience in a progressively responsible administrative support capacity including considerable office management experience; or an Associates degree in Business or Public Administration or closely related field and (3+ years) administrative support/office management experience. Proficiency with word processing/finance software applications and experience and/or training in additional computer software applications (i.e., database management, spreadsheet, desktop publishing, etc.). A minimum typing speed of 45 net words per minute (wpm) is also required (by assignment) and will be verified prior to employment or promotion to this class.

## **Essential Functions**

**Communication:** Communicates with managers, District employees, Board members and the general public in screening and directing calls and coordinating and arranging program functions or activities. Answers questions and responds to a variety of inquiries, provides information requiring working knowledge of policies and procedures, and resolves routine questions or problems. Prepares and produces written documents and correspondence requiring independent judgment in handling problems of format, procedure, and context, including: statistical and descriptive reports; budget documents; payroll; contracts; legal documents; meeting agendas; correspondence; news releases; and other materials of a general, technical, or confidential nature.

**Manual/Physical:** Performance of the required duties will require physical ability to sit for long periods of time at a desk, generally up to 8 hours per day and occasionally standing and walking. While performing the duties of the job, the employee is frequently required to talk or hear, use hands to finger, grasp, handle, feel or operate objects, tools or controls. The employee is occasionally required to climb, balance, stoop, kneel, crouch, reach with hands and arms, walk, lift, push or pull objects up to 25 pounds. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the office work environment is usually moderate.

Using a PC, keys documents (at a minimum sustained rate of 45 *net* wpm) from clear copy or rough draft including: correspondence, reports, statistical charts, forms, deeds, easements, contracts, budget and financial documents, questionnaires, specifications, newsletters, etc. Compiles information for special projects and reports, and assembles data and backlog materials for a variety of reports. Performs office management functions. Assists the staff by making appointments and travel arrangements. Creates and maintains complex records, databases, and integrated filing systems which may involve processing confidential matters. Requisitions office supplies and materials. Assembles and reviews files or records, updates material, prepares material for action, and makes final distribution of records, files, or information. Operates a variety of standard office equipment. Meets scheduling and attendance requirements. Duties by assignment: takes meeting minutes; and transcribes, types, and distributes meeting minutes for policy or administrative groups.

**Mental:** Checks records and documents for clerical and mathematical accuracy and completeness. Analyzes data to make recommendations to management. Makes numerical/arithmetical computations including adding, subtracting, multiplication, and division. Composes routine correspondence. Schedules meetings and prepares reference materials. Develops office procedures and forms. Comprehends and makes inferences from written material. Coordinates meetings, training sessions, etc. Inspects payroll records, time sheets, travel reports, etc., to ensure conformance with standards. Learns job-related material through on-the-job training and in classroom settings. Duties by assignment: supervises and assigns work to subordinate personnel and determines work priorities daily.

**Knowledge and Abilities:**

Knowledge of:

proper business English, spelling, grammar, and arithmetic;  
modern office practices, procedures, and equipment operations;  
PC software applications necessary to perform work; and  
the principles and practices of employee supervision, training, and evaluation (by assignment).

Ability to:

exercise judgment and act independently in establishing or adapting work procedures;  
handle routine administrative details;  
supervise, train, and evaluate clerical personnel as assigned;  
make mathematical calculations with speed and accuracy;  
assist in the preparation of the annual budget by entering budget-related information into excel, access, and the budget database;  
manage payroll processing;  
keep complex clerical records and prepare accurate reports from such records;  
prepare effective correspondence on routine matters;  
deal with the general public tactfully and courteously;  
understand and follow oral and written instruction; and  
establish and maintain effective working relationships with management, District employees, Board members, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the District as the needs of the District and requirements of the job change.

**I acknowledge that I have read the job description and requirements for this position and I certify that I can perform these functions.**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Revised:** 4/22/2014