



Rio Verde Fire District

Job Title: Administrative Manager

Reports To: Fire Chief

Status: Exempt Full Time, 40 hours Week

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 and serving as a representative of the district in contact with other employees, officials, and the general public.

ESSENTIAL FUNCTIONS:

- Manages daily office operations.
- Supervises and manages Administrative support staff.
- Communicates with RVFD Board Members as required and as requested by the Fire Chief.
- Manages accounts payable/receivable, payroll, monthly account reconciliation and financial statements.
- Manages ambulance billing reconciliation.
- Primary liaison with RVFD Treasurer, RVFD third-party accountant, RVFD Auditor, Maricopa County Treasurer, IT consultants and other officials. Coordinates annual auditing, board elections, fund transfers, legal notices, AFDA conferences, expense reporting, etc.
- Collaborates with the Fire Chief to assemble and formulate all RVFD budgets, both Capital and Operating.
- Researches, reviews, manages difficult administrative problems relating to District activities.
- Assists Fire Chief and Deputy Chief with grant development.
- Performs other work as assigned by the Fire Chief.

TECHNOLOGY:

- Liaison with outside contractor for IT and computer network administration.
- Provides assistance to administrative staff, personnel, volunteers and Board members when necessary.

HUMAN RESOURCES:

- Provides and manages human resources support including new employee orientation.
- Develops and effectively maintains personnel records and medical records with on-going review in accordance with current laws governing such records.

KNOWLEDGE, SKILLS AND ABILITIES:

- Has ability to organize, assign, supervise and direct the activities of subordinates.
- Has ability to establish and maintain effective relationships with employees, Board members, members of the public, and Government officials.
- Has demonstrated excellent verbal and written communication skills.
- Ability to perform freely standing, sitting, stooping, walking, reaching, twisting, push or pull objects up to 25 pounds.
- 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.
- Proficient in QuickBooks and Microsoft Office including Excel, Word, PowerPoint and Outlook.
- Has proven ability to work under changing workload, non-routine work requirements, and the need to multi-task.
- Has ability and on-going commitment to District, Departmental and employee confidentiality.

EDUCATION AND EXPERIENCE:

- Must hold a minimum of an Associate's Degree in Public Administration, business, human resources or closely related field from an accredited college or university: Bachelor's degree a plus.
- Must have five years of progressively challenging and responsible successful work experience in government, public administration, or human services including considerable office management experience.

This is a general description of job duties and is not all inclusive; it is subject to change per District (RVFD) requirements.

EMPLOYEE SIGNATURE

(PRINTED): _____

(WRITTEN): _____

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DATED: _____

DATE APPROVED BY FIRE CHIEF: _____ **DATE FILED AND
INITIALED:** _____

Updated: 7/19/17