



West Valley Fire-Rescue

Yakima County Fire District 12

JOB DESCRIPTION

POSITION:	ADMINISTRATIVE AND FINANCE OFFICER
DIVISION:	ADMINISTRATION
IMMEDIATE SUPERVISOR:	FIRE CHIEF
FLSA STATUS:	EXEMPT / FULL-TIME
REVISION DATE:	JANUARY 1, 2020

JOB SUMMARY

Under administrative direction, oversees, supervises, and coordinates the activities and operations of the Administrative Division within the Fire Department including budgeting, payroll, purchasing, accounting, personnel, information technology and administrative support programs and services. Supervises and directs assigned administrative support staff. Coordinates assigned activities within other division, outside agencies, and the general public, and provides highly responsible and complex staff assistance to the Fire Chief.

JOB SCOPE

Directly supervises two to seven members and indirectly supervises approximately 100 members. Assists in the preparation, administration, and monitoring of the District budget and prevention programs.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Assumes responsibility for assigned services and activities of the Administrative Division within the Fire Department including budgeting, payroll, purchasing, accounting, personnel, information technology, and administrative support programs and services.
- Participates in the development and implementation of goals, objectives, policies, and priorities; recommends and implements resulting policies and procedures; oversees and maintains the Department's Policy and Procedures Manual.
- Directs, coordinates, and reviews the work plan for assigned administrative services and activities. Assigns work activities and projects. Monitors workflow. Reviews and evaluates work products, methods, and procedures. Meets with staff to identify and resolve problems.
- Participates in the development and administration of the Department budget. Forecasts funds needed for staffing, equipment, materials and supplies. Monitors, reviews and approves purchase requisitions, accounts payables and expenditures. Recommends adjustments as necessary, prepares and updates budget reports for the Board of Commissioners and Fire Chief.

- Serves as Human Resource Officer. Oversees and participates in personnel administration functions including but not limited to recruitment, testing, interviewing and hiring of new members, complaints, terminations and other HR related issues.
- Oversees the Department's Record Management Systems. Oversees system upgrades and improvements. Develops and implements training programs as needed.
- Serves as Board Secretary. Coordinates and prepares agenda items, prepares and review reports, resolutions and documents. Ensures completeness, accuracy and consistency within Department policies.
- Provides staff assistance to the Fire Chief. Conducts a variety of special studies and investigations. Develops and recommends modifications to Fire programs, policies and procedures as appropriate.
- Coordinates a variety of administrative activities with those of other divisions and outside agencies and organizations. Resolves sensitive and controversial issues.
- Attends and participates in professional group meetings. Stays informed of new trends and innovations in the field of public administration.
- Manages various public outreach programs such as Safe-Sitter, public CPR classes, car seat checks and community events.
- Schedules, coordinates and conducts Fire Prevention and Public Education activities. Serves as the District Public Information Officer.
- Serves as Office Manager. Directs and manages assigned office personnel.
- Manages public relations and information dissemination for the District.
- Responds to and participates in emergency incidents as part of the Incident Management Team. Responsible for maintaining fireground credentials and requirements.
- Interacts with members of the business community concerning fire prevention issues.
- Participates in staff groups to formulate plans, goals and objectives.
- Assists in formulating policies, procedures, and guidelines for the Department as a member of the Management Team.
- Supervises Department Chaplain and CISD program.
- Performs all other duties as assigned.

MINIMUM EDUCATION, EXPERIENCE, AND CERTIFICATIONS

- High school diploma or equivalent required.
- Associate Degree or equivalent education or experience required. Bachelor's Degree from an accredited college or university with major course work in public administration, business administration or a related field is preferred.
- Five years' experience in finance, human resources, with previous supervisory experience preferred.
- Advanced First Aid certified (or above).
- ICS training, IS-100, IS-200, IS-300, IS-400, IS-700 and IS-800 certifications.
- Ability to implement the Incident Command and Passport Accountability System.
- Valid Washington State Driver's License required.
- Must have access to a vehicle.
- Must possess auto insurance.
- Must meet and maintain minimum participation requirements in Policy 2110.
- Must attend monthly Officer meetings and trainings related to this position.
- Must reside within the geographical boundary for membership indicated in Policy 2109 within six (6) months of hire.

SKILLS, KNOWLEDGE, AND ABILITIES

Ability to act as an effective team member at all emergency incidents involving fire protection, emergency medical services, and emergency management functions. Ability to communicate and effectively deal with the general public and school age children. Ability to perform effectively under stressful and adverse conditions. Communicate effectively with peers, subordinates, and the general public. Oversee and participate in the management and administration of the Administrative Division within the Fire Department. Supervise, direct and coordinate the work of lower level staff. Select, supervise, train and evaluate staff. Participate in the development and administration of division goals, objectives and procedures. Research, analyze, and evaluate new service delivery methods and techniques. Prepare and administer program budgets. Prepare clear and concise administrative and financial reports. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Interpret and apply federal, state and local policies, laws and regulations. Prepare clear Board of Commissioner agenda items. Operate office equipment including computers and supporting word processing, spreadsheet and database applications. Adapt to changing technologies and learn functionality of new equipment and systems. Demonstrate an awareness and appreciation of the cultural diversity of the community. Communicate clearly and concisely, both orally and written. Establish and maintain effective working relationships with those contacted in the course of work. Knowledge of operational characteristics, services and activities of the Fire Department. Knowledge of principles, practices and methods of governmental administration. Knowledge of modern methods and techniques of fire department administration. Knowledge of principles and practices of customer service. Knowledge of principles of supervision, training and performance evaluation. Knowledge of principles of business letter writing and basic report preparation.

ESSENTIAL JOB FUNCTIONS

Work is performed primarily in an office setting. This position requires work at a computer/display terminal and desk for periods of time, including repetitive motions of the wrists, hands and fingers. Constant use of both hands in reaching, handling, grasping, pushing and pulling while performing duties. Able to lift and carry

materials up to 25 pounds, more with assistance. May require sitting, climbing, crawling, kneeling, crouching, standing, walking, stepping over items, twisting, lifting, reaching or bending for periods of time. Seeing, speaking and hearing to evaluate and communicate situations. Must be able to speak, and to receive and understand written and oral communications in English and give written and oral instruction.

The physical demands described here are representative of those that must be met by a member to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position also requires outside incident/field work in a variety of terrain and weather conditions with appropriate safety gear.

Yakima County Fire Protection District 12 is an Equal Employment Opportunity employer. It does not discriminate against its members or against applicants for appointment. Decisions regarding selection, promotion and/or tenure shall be free from restrictions based on physical, cultural, religious or other biases. Decisions regarding selections, promotions and/or tenure shall be directly related to the applicant's qualifications and ability to perform the requirements of a position. If you feel you have been discriminated against, please contact the Fire Chief or Board of Fire Commissioners.

This job description does not constitute an employment agreement between the Fire District and the employee and is subject to change as the needs of the Fire District and requirements of the job change.