



## **Rio Verde Fire District**

**Job Title: Administrative Manager**

**Reports To: Fire Chief**

### **Overview of the Position**

The Administrative Manager is an exempt management position that provides highly-skilled administrative support and office management responsibilities for budget, finance and administrative functions. This position supervises 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.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- Supervises and manages administrative staff.
- Assembles and formulates all RVFD budgets, both Capital and Operating.
- Prepares warrants, uses QuickBooks, performs monthly reconciliation/financials, and acts as the liaison with RVFD accountant.
- Researches, reviews, manages difficult operational and administrative problems relating to Departmental activities.
- Performs other work as assigned by the Fire Chief.
- Prepare agendas, board packets, oversees meeting minutes, and other correspondence in support of the Board.

- Provide administrative support to the Fire Chief, including preparation of correspondence, documents, reports, research, etc.
- Act as liaison with Maricopa County Treasurer and other officials as required.
- Provide back up support to other administrative staff members as needed.
- Assist with community events, as needed.
- Coordinate all regularly scheduled meetings/calendars including fire board, executive mgt. team, captains, and all employees on a monthly/yearly basis and as needed.
- Attend conferences and seminars, as able, to increase knowledge of fire district function, business operations, and future needs.

#### **TECHNOLOGY:**

- Manages and maintains computer network administration.
- Provides assistance to administrative staff, personnel, volunteers and Board members when necessary or as directed by Fire Chief.

#### **HUMAN RESOURCES:**

- Manages human resources requirements, including new employee orientation.
- Manages and administers health and other employee benefits.
- Develops and effectively maintains personnel records with on-going review in accordance with current laws governing such records.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to organize, assign, supervise and direct the activities of subordinates.
- Proven knowledge of the geographical area served by the RVFD.
- Ability to establish and maintain effective relationships with employees, local, state and federal officials.
- Have excellent verbal and written communication skills.
- Ability to perform freely standing, sitting, stooping, walking, reaching, twisting.
- Ability to see, hear, mentally comprehend detailed information technology and written materials 100% of the work day and whenever on paid duty.
- Ability to travel in-state and within the States.

#### **EDUCATION AND EXPERIENCE:**

- Hold a minimum of an Associate Degree in accounting, business, or human resources from an accredited college or university, Bachelor's preferred.
- Have five years of progressively challenging and responsible successful experience.
- Have work and/or volunteer experience in government, public administration, human services and accounting.

**Revised: 6/24/17**