

**EAST FORK FIRE PROTECTION DISTRICT
JOB DESCRIPTION**



JOB TITLE:	Director of Administrative Services	FLSA: Exempt
DIVISION:	Administration	APPROVED: May 18, 2021
REPORTS TO:	District Fire Chief	REVISED: October 18, 2022

POSITION SUMMARY:

Responsible for directing and administering the District's Human Resources programs and activities, including personnel management and labor relations, classifications and compensation, training and development, benefits administration, policy development, planning; manages administrative functions and directs the activities of assigned staff in support of the overall administrative needs of the East Fork Fire Protection District.

ESSENTIAL FUNCTIONS:

- Manages and directs the activities of assigned staff; coordinates, prioritizes tasks and projects; reviews work progress and activities; ensures appropriate scheduling of staff to ensure proper operational coverage.
- Develops, writes, and interprets personnel policies, procedures and other administrative regulations; responds to inquiries and recommends solutions to Human Resources issues, complaints, and legal actions; identifies legal requirements and government reporting regulations and ensures compliance; represents the District at personnel-related hearings and investigations.
- Provides advice and counsel on human resources management practices and changes in employment law and regulations; oversees resolution of employee disciplinary issues and employee complaints.
- Oversees compliance with bargaining unit contracts; works as a member of the negotiation team, with respect to employee/employer relations and other matters of collective bargaining; interpret and apply contract language; conducts grievance hearings and investigations and advises management in appropriate resolution of employee relations issues.
- Conducts recruitment, testing/screening, and selection processes; provides consultative support in the development of interview questions, screening and selection processes, testing, and background investigations; ensures compliance with Federal and State EEO/ADA laws relative to hiring and program entitlement.

- Administers and develops benefits programs, including life, health, dental, and disability insurances, pension plans, vacation, sick leave, leave of absences, employee assistance programs, and health and wellness program; oversees and negotiates contracts with outside suppliers to provide employee services; participates in creating Requests for Proposals; reviews employee benefit options and provides recommendations; point-of-contact for benefits related issues, renewals, etc.
- Prepares agenda action sheets, staff reports, and related correspondence for the Board of Directors and presents materials in public forum.
- Oversees classification and compensation studies and analysis; oversees position control, personnel records, job audits, and recommends appropriate salary range for classifications; develops and administers salary administration program to ensure compliance and equity; administers performance review program to ensure effectiveness, compliance, and equity.
- Administers the District's Risk Management program, including Worker's Compensation and Liability administration, EAP, FMLA, USSERA and ADA issues, return to work program, and policies and procedures. Oversees various contracts concerning insurance, unemployment, flexible benefits, deferred compensation, temporary assistance, third party administration, etc.; ensures the County is receiving the best service for its contract dollars; acts as liaison for JOIN, PERS, and other benefit programs.
- Oversees the maintenance of all personnel records, including benefit plan participation (insurance and pension plan), personnel transactions (hires, promotions, transfers, performance reviews, and terminations), and employee statistics for government reporting.
- Oversees and/or participates in various committees.
- Works with Finance Division to provide data for personnel-related grants.
- Responsible for safeguarding District assets.
- Assist in deployment and support of the Emergency Operations Center during major incidents; provide administrative support at the incident scene; field calls/direct public, act as liaison to executive staff, first responders, public officials, media, etc.
- Participate in department budget preparation; provide recommendations, approve administrative expenditures/accounts payable; provide requested information and answer inquiries during annual audits; respond and correct findings.
- Prepares a variety of technical, statistical and narrative reports, letters, memos and other written materials.
- Liaison for computer/software replacements and upgrades; coordinate efforts with technical support staff and vendors to maintain software currency; responsible for programmatic changes and updates to District personnel management software.
- Represents the Districts with dignity, integrity, and a spirit of cooperation in all relationships with town, community and professional organizations, other fire agencies, district, departments, county, city and state agencies and offices, federal agencies, and other service organizations.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's degree in business administration, or a closely related field, AND five (5) years of program and administrative support experience, three (3) years of which were in a supervisory/managerial role; OR an equivalent combination of education, training and experience as determined by the District Fire Chief.

Required Knowledge and Skills

Knowledge of:

- Principles and practices of public administration with an emphasis on Human Resource Management.
- Principles and practices of project planning, development and evaluation.
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles and practices of budget development and administration.
- Principles and practices of fiscal and general records management and reporting.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Records management principles and practices.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Correct business English, including spelling, grammar and punctuation.
- Principles and practices of contract negotiation and administration.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Interpreting, applying and explaining complex federal, state and local laws and regulations.
- Preparing clear and concise reports, policies, procedures, correspondence and other written materials.
- Using initiative and independent judgment within general policy guidelines.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Class C driver’s license.
- Obtain ICS 100 and ICS 700 within six (6) months of employment.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in both a typical and non-typical administrative support setting, which may include working outside the office environment, as needed, requiring the ability to tolerate some adverse weather conditions and on rare occasions, ability to traverse on uneven ground; ability to use standard office equipment; stamina to sit and stand for extended periods of time; strength and agility to occasionally lift and carry in excess of 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

CONDITIONS OF EMPLOYMENT:

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *New employees are required to submit to a fingerprint based background investigation and a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen.*
3. *EFFPD participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant’s Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.*

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.