
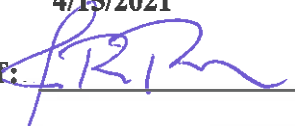



<b>Scotts Valley Fire Protection District</b>	
<b>POLICY: 1711</b>	<b>SUBJECT: Administrative Services Manager Job Description</b>
<b>DATE APPROVED: 4/15/2021</b>	
<b>BOARD PRESIDENT:</b> 	<b>FIRE CHIEF:</b> 

## ADMINISTRATIVE SERVICES MANAGER

### Job Description

**REPORTS TO:** Fire Chief

**SUPERVISES:** Administrative Staff

### **BASIC FUNCTION:**

Under direction of the Fire Chief, the Administrative Services Manager directs the operations and services of the Administrative Office while performing complex and essential functions of Human Resources, Finance, Health Benefits Officer and Recording Board Secretary. The Administrative Services Manager is a Confidential Employee.

### **PRIMARY DUTIES:**

#### *Administrative Functions:*


- Maintains, revises and updates SVFPD confidential personnel files, payroll files, general office files, policies, standard operating procedures and office manuals.
- Prepares public record requests.
- Provides backup coverage for general office support and Fire Prevention.

#### *Human Resources/Payroll:*

- Performs human resource functions including pre-employment screening, new hire paperwork, CalPERS retirement, workers compensation and DMV Pull Program.
- Administers and maintains enrollment in SVFPD benefit plans including medical, dental, vision, life insurance, employee assistance program and COBRA coverage.
- Maintains premium payments for active employees, retiree health insurance and COBRA.
- Prepare and maintain SVFPD wage information for promotions, salary increases, specialty pay, separations and other personnel actions.
- Implements payroll changes required by Memorandum of Understanding, CalPERS and labor law.
- Provides backup coverage for payroll processing.
- Supervises Administrative Staff and conducts performance evaluations.

#### *Finance:*

- Performs complex accounting and budget work related to the preparation and maintenance of financial records.
- Prepares year-end financial documents and acts as the liaison to the SVFPD auditor to ensure smooth financial audits.

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- Manages the Cal Card program.
- Invoicing for Strike Team response and the County SCHMIT Program.
- Manages budget revenue and expenditures with the County.
- Provides backup coverage for processing accounts payable and deposits.

*Recording Board Secretary:*

- Compiles information and prepares the Board of Directors agenda and packet to include resolutions, ordinances, supporting documents and correspondence for Board Meetings.
- Attends meetings of the Board of Directors and transcribes minutes.
- Act as the filing officer for the Statement of Economic Interests Form 700.

**KNOWLEDGE:**

- Proficient in Microsoft Office and G Suite.
- Practices and procedures of budgeting, management and research techniques.
- Practices and procedures related to processing accounting transactions, payroll and benefits.
- Modern office practices, methods and equipment.
- English use, grammar, spelling, vocabulary and punctuation.
- Creating and/or formatting documents and forms.

**ABILITIES:**

- Accurately type 50 words per minute.
- Work cooperatively with staff, the public and other organizations.
- Work under tight deadlines and manage conflicting priorities.
- Apply good judgement in a variety of challenging situations.
- Exercise flexibility, creativity and sensitivity in response to changing needs.
- Communicate clearly and effectively.
- Properly interpret and make decisions in accordance with laws, regulations and SVFPD policies and procedures.

**MINIMUM QUALIFICATIONS:**

- Citizen of the United States or a permanent resident alien who is eligible for citizenship.
- High School Graduate or Tested Equivalent.
- Valid California Driver's License and must be insurable by the SVFPD Insurance Carrier.
- Any combination of training and experience which would provide the required knowledge and abilities. A typical way to obtain the required knowledge and abilities would be five (5) years of experience in a full time administrative position with increasing responsibilities. Related education may be substituted for experience or experience may be substituted for education.

**DESIRABLE QUALIFICATIONS:**

- Bachelor's Degree in finance, accounting, business administration or close related field.
- Supervisor and/or Management experience.