
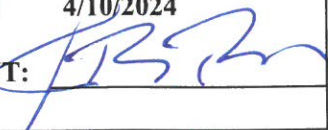
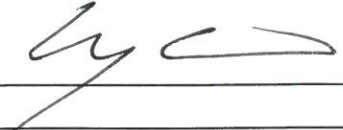


Scotts Valley Fire Protection District	
POLICY: 1710 DATE APPROVED: 4/10/2024 BOARD PRESIDENT: 	SUBJECT: Office Supervisor/ Administrative Analyst Job Description FIRE CHIEF: 

Policy 1710: Office Supervisor/Administrative Analyst Job Description

The attached job description is adopted as Policy 1710.



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

Job: Office Supervisor/
Administrative Analyst

Date Approved:

Reports To: Fire Chief

Supervision: Administrative Accounting Specialists

Status: Non-exempt
Confidential

JOB SUMMARY:

Under direction of the Fire Chief, the Office Supervisor/Administrative Analyst performs a wide variety of administrative tasks, and supervises the Administrative Office. The Position performs complex and essential functions of financial reporting, health benefits administration, and recording board secretary. The Office Supervisor/Administrative Services Analyst is a non-exempt and confidential position.

CLASS CHARACTERISTICS

Supervision Received and Exercised

Receives general direction from the Fire Chief, works independently, exercises judgement and initiative, and carries out District Policies, receiving only general instruction or assistance. The position provides direct supervision to subordinate staff in the Administration Division.

DUTIES AND RESPONSIBILITIES

Note: The following duties are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement on duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Individuals in the classification does not necessarily perform all the duties listed. Employees may perform other related duties at an equivalent level as required.

GENERAL DUTIES

Administrative Functions:

- Gathers, maintains, revises and updates SVFPD confidential personnel files, payroll files, general office files, policies, standard operating procedures and office manuals.
- Communicates changes and intent of Policies and Procedures to subordinate staff and District employees.
- Prepares and or coordinates and processes public record request responses.
- Provides backup coverage for general office support (reception, subordinate staff assignments).
- Assists in the coordination, supervision, or special projects affecting the Administrative Office.
- Coordinates and oversees the day-to-day administrative supplies of the organization



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

- Supervise Administrative Staff in a harmonious manner to accomplish the goals of the Organization.
- Develops subordinate staff through sharing information, coaching, training and performance appraisals.
- Serve as primary contact for the Administrative Division of the District.
- Maintains rapport with customers, staff and supervisor.
- Maintains continuity of work operations by documenting and communicating needed actions in Administration to the Fire Chief.

Employee and Payroll Coordination:

- Coordinates pre-employment screening, new hire onboarding paperwork, CalPERS retirement documentation, workers compensation and DMV Pull Program.
- Develops and applies process for the efficient on and off-boarding of employees.
- Coordinates and maintains enrollment in SVFPD benefit program and plans including medical, dental, vision, life insurance, employee assistance program and COBRA coverage.
- Affirms premium payments are accurately administered 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.
- Analyses wage data for budget planning and forecasting
- Implements payroll changes required by employee-group Memorandum of Understanding(s), CalPERS and state and federal labor law.
- Provides backup coverage for payroll processing.

Finance:

- Performs accounting and budget work related to the preparation and maintenance of financial records.
- Creates budget planning documents for personnel related costs.
- Prepares year-end financial reports.
- Coordinates the Cal Card program.
- Prepares finance reports
- Analyzes budget data, forecasts benefits costs, determines joint power of agreement costs, and prepares reports that display these analysis.
- Invoicing for Strike Team responses and the County's SCHMIT Program.
- Manages budget revenue and expenditures with the County as delegated by the Board or Fire Chief.
- Serves as liaison to the District Auditor
- Supervises and 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 meeting minutes.
- Act as the filing officer for the Statement of Economic Interests Form 700.



SCOTT'S VALLEY FIRE DISTRICT

POSITION DESCRIPTION

SUPERVISION AND MANAGEMENT

Supervises administrative staff.

TYPICAL QUALIFICATIONS

Any equivalent combination of training and experience which provides the required skills, knowledge, and abilities may be considered qualifying at the sole discretion of the District. The education or experience requirements may be modified or waived at the sole discretion of the District.

Knowledge:

- Proficient in Microsoft Outlook, Word and Excel, and Google Workspace.
- 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.
- Learn organization-specific computer programs designed for payroll and finance reporting
- Properly interpret and make decisions in accordance with laws, regulations and SVFPD policies and procedures.

Minimum Qualifications:

- 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:

- College Degree in finance, accounting, business administration or close related field.
- Supervisor and/or Management experience.
- Previous experience in a similar position and organization

ABILITIES:

Physical Demands



SCOTTS VALLEY FIRE DISTRICT

POSITION DESCRIPTION

- **Mobility:** Frequent work in offices and buildings; occasional amount of physical effort to stooping, bending, and squatting; occasional pushing, pulling or lifting up to fifty (20) pounds;
- **Vision/Talking/Hearing:** Regular reliance on sense of sight, hearing, smell and touch while on fire grounds to aid in assigned duties and maintain personal safety; color vision sufficient to perform assigned duties safely; visual acuity sufficient to drive vehicles, read specifications, fine print and Video Display Terminals; hear well enough to identify mechanical noises, to converse on the radio, telephone, and in person over incident noise;
- **Dexterity:** Occasional performance of a variety of tasks on slippery, hazardous surfaces;
- **Emotional/Psychological:** Constant concentration and decision making; frequent ability to exercise sound judgment under stress; public contact; frequent to moderate working alone; Occasional work for long periods of time requiring sustained physical and intense concentration; occasional physically demanding work in hot conditions while wearing equipment which significantly impairs body cooling mechanisms; or in wet or muddy conditions; infrequent exposure to grotesque sights and smells associated with major trauma and burn victims;
- **Driving:** Ability to use fine and gross motor coordination for driving;
- **Potential Exposures:** Occasional work outside in all weather conditions under hazardous conditions and in closely confined areas; exposure to carcinogenic dust or toxic substances, either to inhalation or skin contact; frequently faces exposure to infectious agents, such as Hepatitis B or HIV;
- No person shall pose a direct threat to themselves, to the health and safety of other individuals in the work place, or to the public they serve.

Working Conditions

Incumbents are typically assigned to work indoors in a typical office type environment. Works closely with others in a shared-space or private office.

SUPPLEMENTAL INFORMATION

EMPLOYMENT TYPE

Confidential

(Confidential Employees MOU)