

Administrative Services Duties and Tasks

The following list of duties and tasks is reflective of most of the division's functions. Not all are primary tasks of the Director; however, all tasks are under the supervision of the Director and, therefore, require knowledge, skills and abilities in all these areas. Tasks are not listed in any particular order (not prioritized). I think it would be helpful to include some kind of wording that states that tasks and duties may be delegated to other staff, then highlight the tasks that are generally done by other personnel. It might help make this task list look more manageable. I did a few in the first section just as an example.

Board Meetings

- Prepare Agendas
- Prepare Board Packets
- Record/Prepare Minutes
- Prepare/Disburse Special Meeting Notices
- Prepare/Disburse Public Hearing Notices
- Maintain Permanent Records of BOC Meeting Minutes
- Prepare/Finalize Budget (Revenue/Expense) Public Hearing Notification
- Budget Submittal to the County Assessor's Office
- Bid Requests/Openings
- Surplus Equipment
- Executive Session compliance monitor
- Filing of Resolution/Minutes
- Disbursement of A/P, Payroll to County Agencies
- Prepare post meeting task list for staff and BOC
- Annual Special Purpose District Statement to Kitsap County
- Annual reporting to County for Auditing/Payroll Authorization

District Secretary

- Maintain Oath of Office
- Bonded
- Recording Secretary

Policies/Procedures/SOG's

- Draft language
- Maintain Master Policy Manual
- Maintain Master Procedure/SOG Manuals
- Distribution center for New & Revisions

Resolutions

- Draft language
- Maintain Master Resolutions Binders
- Finalize Budget Resolutions

District Records

- Preservation in Accordance with the WA St Records retention laws:
- AP/AR
- Payroll
- Contracts
- Minutes

Personnel Record Retention

- Managed in accordance with the WA State Records Management & Retention Guidelines
- Open Public Records/Records Custodian
- Privacy/HIPAA
- Employee & Employer Rights
- Secured Files
- Personnel health records

HIPAA

- HIPAA Privacy Officer
- HIPAA Medical Requests
- HIPAA Complaint Officer

Process Employment Records: Career

- Application
- Initiate Background Check
- Initiate Medical Physical Exam
- Medical & Dental Enrollment
- Retirement Enrollment
- Retirement Beneficiary

Administrative Services Duties and Tasks

I-9
W-4
Valid WA State Driver's License
Valid Medical License/Certification
Other Benefit Administration
DSHS

Process Employment Records: Volunteer

Application
Initiate Background Check
Initiate Medical Physical Exam
Board for Volunteer FF Disability Ins. Enrollment
Board for Volunteer FF Pension Enrollment
I-9
W-4
Valid WA State Drivers License
Valid Medical License/Certification
Shift Assignment List

Volunteer Services Coordinator

Member Local Board for Volunteer Fire Fighters - District Secretary
Liaison for the District Secretary to the Local Board for VFF
Record Minutes of the Local Board for Volunteer FF meetings
prepare Annual enrollment form
process Retirement documents

Process Employment Records: Commissioners

Administer Oath of Office
Submit proper payroll documents
Oversee Orientation

HR Duties

Benefit Administration
Human Resource administrative functions as needed including HR investigations

Travel Coordinator for Education/Training/Conferences for BOC

Secure Lodging
Coordinate & Secure Mode of Travel
Process Travel Expense Reimbursements
Handle Registrations

Payroll

Payroll preparation roster reporting and calculations
Monthly Input Payroll into KC AS400 system
Volunteer Payroll
IRS payroll reporting 941
LEOFF II reporting
PERS reporting
Employment Security reporting
Issue W-2's
Dept. of L & I
Benefits
FMLA/PFML
Prepare separation calculations and payment

Payroll Auditor

Calculate: Sick Leave; Vacation; Comp Time
Payroll checks - envelope stuffing
Distribution of checks or direct deposit slips securing signatures

Process, Manage and File Personnel Insurance Claims

L & I
Board for Volunteer FF
Accident & Sickness

Cash Accounts Fiscal Manager & Primary/Alternate Signer

Petty Cash
District Credit Cards
Master Receipt Books

Administrative Services Duties and Tasks

Cash Accounts Auditor & Alternate Signer Delete and add "Alternate" to above section?

Petty Cash
District Credit Cards
Master Receipts Tracking

Supervisor/Trainer

Full-time Administrative personnel (2)
Part-time and/or Temporary Administrative personnel
Conduct necessary annual performance evaluation(s)

Purchasing Agent

Computer Equipment and Software

Grant Manager

Obtain appropriate Board and/or Chief's approval to process needed grants
Coordinate & compile all necessary statistical, technical, financial data
Grant Reporting and compliance - Program reporting as required by Grant

Specialized Reports

CENCOM - NKFR
Report Check off List - NKFR
Financial Report to BOC
GL and Exp/Rev report to Staff
CPI reporting

Notary

Notary Public

WA State Mobilization Incident

Preparation, Auditing, Submitting, Receipting/Tracking

Secretarial/Clerical Services

Receptionist
Outgoing correspondence/mail
Open & disburse mail
Phone handling
Burn permit issue and Log maintenance
Schedule meeting room for crews
Blood Pressure checks
Issue address signs and numbers to public
Facilitate car seat checks
Facilitate helmet and life jacket fittings
Maintain office supply inventory Can this be deleted? Under A/C Support Services?
Supply and assist on office machines (copier and postage)
Knox Box application processing
Reception and Triage Room cleaning
Errands as needed - Shipping, purchasing etc.
Complaint Log - documenting complaints logged by public
Meet/greet public
Administrative Support to other Chief Officers

Labor Contracts

IAFF Local 2819 - NKFR fire fighters
IAFF Local 2819 - NKFR fleet maintenance/facilities manager
Administer labor's contractual benefits:

wages
holidays
vacation
sick leave

personal leave with/without pay

comp time
FMLA/ PFMLA

Non-uniformed negotiation team financial/business administration advisor

Administer employment agreements outside bargaining unit: Chief Officers, Admin.

DEBT SERVICE:

Manage Lease Purchase Program
WA State Treasurer LOCAL 1,2,3 - NKFR

Administrative Services Duties and Tasks

Interlocal and Mutual Aid Agreements

Mutual Aid with Operations
Interlocal Agreements

Service/Vendor Agreements - Maintain/Coordinate - continued

Maintenance/Service: training
 laundry
 dispatch
 copiers
 Life Paks
 apparatus
 equipment

Deferred Comp Plan
Membership Dues
Publication Subscriptions

Budgets

Preparation with input from Chiefs & Board
Report and oversee
Prepare Journal Entries to correct coding errors

Insurance

ESIP District policy annual renewal

 Ensure proper coverage for:
 stations
 apparatus
 management risk & liability
 inventories
 training

 Process, submit, finalize claims

Accident & Sickness policy renewal

Medical & Dental policy renewal

 ERISA Reporting

 Cobra Notification

 Annual Reporting Requirements

Board for Volunteer Fire Fighters & Reserve Officers annual renewal

Accounts Receivable

Deposit preparation for bank
Refunds
Grants
Training fees
Maintain Access Database
CT transmittal for county
Prepare and submit Wildland reimbursements

Accounts Payable

Batch and verification of invoices
Routing of Invoices for purchase order backup
Code invoices to appropriate expenditure line
Data Entry into County system
Process &/or Maintain Purchase Orders
Process credit applications to vendors
Cross check warrant issues to BVA
Process warrants - backup and mail
Fuel Refunds

Ambulance Transport Billing

Daily	QM Billing ESO to Systems Design Cross check dispatched calls/daily event sheet to insure all calls are captured
Monthly	Report Check off with billing agency Conduct monthly audit of account posting vs. deposit history Maintenance of Ambulance Billing Notebook
Annually	GEMT Cost Analysis Process

Financial Reports

Administrative Services Duties and Tasks

Monthly Financial Summaries
Sick Leave & Vacation Liability
Capital Replacement
Property Tax
Cash-on-Hand
Debt Service

Annual SAO Financial Reporting

Compile and report Financial reports to SAO
Compliance with BARS system
Facilitate Bi-Annual State Audits

Investment Officer - Official Appointment by Resolution

Manage Funds, established by Districts with Co. Treas., for optimum return

Revenue Monitor

Prepare Revenue section of the Budget with input from Chiefs & Boards
Revenue Projections for the future
Assist in determining & accessing Alternative Revenue sources
Levy & tax issues

Governmental Financial Liaison

State Auditor
State Treasurer
County Assessor
County Auditor
County Treasurer

Financial Planner

Short term
Long Range
Capital Projects
Strategic
Labor negotiations
Custom Financial planning forms

Communications

Perform typing/assignments including correspondence and data entry; distributes internally or externally as appropriate