

Director of Administrative Services**Nature of Work**

This career position requires an administrative team member who regularly and primarily performs a variety of duties related to financial, human resources, employee benefits and other management and general business functions of the District. Due to the broad nature and public contact associated with this position, the Director must present a professional image to the community and other agencies. This position oversees the administrative support staff and is classified as a civilian, staff position which is considered confidential in nature. This position is classified as exempt under the Fair Labor Standards Act. This position requires the following attributes:

- Effective communication skills
- Strong organizational capabilities
- Ability to interact closely with other supervisors

Reports To

This position reports to and is supervised by the Fire Chief. The Director is given general policy direction and is allowed independence to supervise his/her overall, day-to-day assigned areas of responsibility. Workplace performance is reviewed by the Fire Chief for effectiveness and compliance with District policy.

Supervision Responsibilities

Supervision of the administrative support personnel and any other assigned employees. The Director is required to plan, coordinate, and supervise tasks, projects, and programs that involve administrative support personnel.

Job Dimensions

1. Overseeing and ensuring the efficient operation of the business office to fulfill the public and District requirements.
2. Participating in the District's long-range planning efforts and annual budgeting process by providing input in the areas associated with his/her areas of responsibility.
3. Serving as the official Secretary to the Board of Fire Commissioners.
4. Contributing input and leadership in the development of short and long range plans of the District; gathering, interpreting, and preparing data for studies, reports and recommendations; coordinating Division activities with other divisions and agencies as needed.

Job Dimensions, Continued

5. Developing or assisting in the creation of office procedures, routines and systems for assigned administrative activities.
6. Planning, organizing and implementing administrative projects consistent with assigned responsibilities.
7. Establishing and maintaining an information management and records retention system as determined by statute and/or District policy.
8. Monitoring, forecasting, and reporting budget status to the Fire Chief, Divisions, and the Board of Fire Commissioners.
9. Serving as the District's Investment Officer, by analyzing cash flow requirements and making the necessary adjustments to the District portion of the county investment pool.
10. Preparing and/or monitoring all confidential personnel files and all payroll data, including records and related reporting requirements by Kitsap County, collective bargaining agreement, District resolution, and/or statute.
11. Managing all District accounting and auditing duties, including payroll, ambulance billing, employee benefits, accounts payable, accounts receivable, deposits, and financial reporting to the State Auditor's Office; reconciling all bank accounts, petty cash, and travel expenses.
12. Working with other staff members to establish and maintain policies and procedures to measure quality and to ensure continuous process improvement within areas of responsibility.
13. Completing performance evaluations of subordinate personnel under his/her supervision in accordance with District policy.
14. Attending conferences, schools, seminars and other training functions for the purpose of remaining current with issues affecting fire service administration.
15. Participating as an active member of the state and local organizations and/or associations that are considered beneficial to issues of fire service administration.

Qualification Standards

1. Possess the technical skills that are necessary for the position and comparable to current industry standards.
2. Be self-motivated, capable of advancing the District's goals and standards while contributing to a positive, productive workplace environment.
3. Be able to work unsupervised, possess ability to organize/prioritize projects amid distractions and interruptions.
4. Exhibit effective interpersonal skills and possess the ability to deal effectively with the public and District personnel.
5. Possess the ability to communicate confidently, articulately, and effectively with all age groups, both in writing and verbally.
6. Possess and/or be able to obtain and maintain the position-related certifications and/or qualifications as required by the District.
7. Maintain compliance with the District's minimum qualifications for the position.

Working Conditions

Work is performed indoors in an office setting. This person must have the manipulative dexterity to safely and effectively carry out the essential functions of the position.

Physical Requirements

This person must be able to sit, stand, use hands and fingers, reach with arms, talk, hear, and see. Occasionally they may need to climb stairs, balance, stoop, kneel, crouch or crawl and be able to lift or move 25 pounds.

Recruiting Requirements

Appointment to this position is dependent upon satisfactory completion of the minimum entrance requirements established by the District.

The requirements outlined in this position description may be subject to modification in order to reasonably accommodate individuals with disabilities who are otherwise qualified for appointment in this position. However, the District reserves the right to exclude individuals who pose a threat or significant risk to the health and safety of themselves, the public, or other District employees.

This position description does not supersede any of the terms or conditions agreed to within the Exempt Employee Administrative Contract currently in effect between the District and the Director of Administrative Services. This position description is subject to change as the needs of the District and the requirements of the position change.