

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 741

FIRE ADMINISTRATIVE SERVICES MANAGER

This is high level advanced professional work performing budget analysis, various Fire Department program oversight and performance tracking tasks. Although work is performed under the direction of the Fire Chief, this position exercises substantial independent judgment and decision-making in planning and carrying out assignments.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Maintains accountability for all Fire Department fiscal oversight and budgeting activities through the coordination, preparation and administration of the fire department's budget.
- Evaluates the merit of fire department budget requests.
- Implements ways to improve Fire Department fiscal oversight and systems to improve management of all fire department grants and contracts.
- Serves as department Fire Assessment Program coordinator. Role involves working with the City Manager's Office and outside agencies to update the apportionment of fire service demand and cost on a regular basis.
- Develops cost-benefit analysis for certain programs to estimate net impact on city residents. Implements components necessary to collect, assimilate, and analyze organizational performance.
- Coordinates Fire Department strategic planning efforts, goal-setting, performance measurement and evaluation.
- Provides technical support to Logistics. Role encompasses oversight of how the Logistics Division devises, implements, manages fire department resources and activities for which they are responsible.
- Designs systems to report performance initiative results to the Fire Chief, City Officials, outside interests and the community at large.
- Responds to all inquiries related to the budget and overall performance of the department.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of public budgeting principles, practices, and procedures.
- Knowledge of financial analysis, project management, and economics principles
- Ability to communicate effectively both orally and in writing.
- Substantial management abilities, broad knowledge base, and proven ability to use good judgment in order to minimize mistakes and develop productive relationships with co-workers.

- Ability to work independently, organize and execute assignments with minimum supervision.
- Ability to conduct research, analyze data, prepare and maintain reports and distribute information.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Skill in the operation of a computer, utilizing appropriate software for the preparation of data.
- Ability to plan and conduct meetings, strategic planning, workshops and conferences.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies.
- Ability to establish and maintain effective, professional and positive working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in business or public administration, economics, law, or related fields; thorough experience in fire-EMS industry and public administration, or any equivalent combination of training and experience. A Mater's Degree is preferred.

(A comparable amount of training and experience may be substituted for the minimum qualifications.)

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Department: Fire

FLSA: Exempt

Bargaining Unit: General Employees

GERS: Regular Class

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