



CENTRAL COUNTY FIRE DEPARTMENT ADMINISTRATIVE SERVICES DIRECTOR

Summary of Benefits: Management
FLSA: Exempt

Revised and Adopted date: 4/8/2026
Effective date: 7/13/2026

DEFINITION

To plan, organize, direct and review the activities and operations of the Administrative Services Division of the Central County Fire Department including finance, payroll, administrative activities, and Board functions; to coordinate assigned activities with other divisions and outside agencies; to provide highly responsible and complex administrative support to the Fire Chief and Deputy Chief; and to perform other duties as required.

DISTINGUISHING CHARACTERISTICS

The Administrative Services Director is a member of the Fire Chief's management staff, performing complex and sensitive administrative work, which has department-wide implications. This is an administrative management position encompassing both supervisory and staff responsibilities. Incumbents have considerable latitude in exercising the use of independent judgment, particularly when representing the Fire Chief with other divisions, outside agencies and community groups.

SUPERVISION RECEIVED AND EXERCISED:

Receives administrative direction from the Fire Chief and Deputy Fire Chief.

Exercises direct supervision over assigned staff.

ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Develop, plan, and implement Administrative Services Division goals and objectives; recommend and administer policies and procedures.
- Coordinate Administrative Services Division activities with those of other divisions and outside agencies; provide staff assistance to the Fire Chief and Deputy Fire Chief; prepare and present staff reports and other necessary correspondence.
- Direct, oversee, and participate in the development of the Administrative Services Division's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Coordinate with designated Finance Director for the planning, preparation, management, development and administration of the Department's budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Plan, organize, direct, and coordinate accounting activities including financial reporting systems, audits, accounts payable/receivable, and payroll.
- Oversee and participate in the Department's accounting operations including financial record keeping and reporting methods, control systems, and related internal and external audits; assist in the preparation of the Annual Comprehensive Financial Reports (ACFR).
- Serve as Clerk of the Board; prepare meeting agendas, minutes, staff reports and resolutions; receive and respond to Public Records Requests and coordinate with General Counsel as needed.

- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- Represent the Administrative Services Division to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Oversee the Department's general liability including renewal of liability policies and monitoring of submitted claims.
- Properly interpret and make decisions in accordance with laws, rules and policies.
- Formulate, recommend, interpret and enforce departmental rules, regulations, policies, procedures, and operations.
- Responsible for the design, development, implementation, administration, monitoring and evaluation of various administrative fire department programs.
- Identify opportunities for improvement; recommend and implement changes.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Represent the Department with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other Department employees and the public using principles of good customer service.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of administrative services.
- Principles and practices of governmental accounting and financial record keeping.
- Principles and practices of public agency budget development and administration.
- Uses and applications of enterprise resource planning software and secondary software systems.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, state and federal rules, regulations and laws.
- Principles and practices of organizational analysis and management.
- Principles and practices of supervision, training and personnel management.
- Public administration and management principles
- Principles and practices of project management.
- Principles and practices of supervision, training and personnel management.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Safe work practices.

Ability to:

- Organize and implement Administrative Services Division activities and operations.
- On a continuous basis, analyze financial and technical reports; interpret and evaluate staff reports;

know laws, regulations , codes and covenants; observe performance and evaluate staff; problem-solve department related issues; follow various rules and procedures; and explain and interpret policy.

- On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Ensure accuracy of and conformance to accepted accounting and legal reporting standards.
- Perform the most complex work of the division.
- Understand and translate policies and practices into everyday working practices; make sound decisions with solid problem solving methods.
- Review documents related to department operations; observe, identify and problem solve office operations and procedures; explain operations and problem solve office issues for the public and with staff.
- Collect, compile, analyze and present a variety of data in a meaningful way; develop and implement various data collection and reporting systems.
- Coordinate multiple projects and meet critical deadlines.
- Interpret, apply and explain laws, rules, code and policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Interpret and apply department policies, procedures, rules and regulations.
- Supervise, train and evaluate personnel.
- Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of Department goals, objectives and activities.

EDUCATION AND EXPERIENCE:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a bachelor's degree from an accredited college with course work in public administration, business administration, finance, accounting or a related field is highly desirable.

Experience:

Five years of increasingly responsible administrative experience including supervision of staff.

ENVIRONMENTAL ELEMENTS:

Work is performed in a typical temperature-controlled office environment subject to typical office noise and environment. Positions are required to work outside of normal business hours including evenings and weekends and have the ability to travel.