



# Northwest Fire District Position Description

## ADMINISTRATIVE MANAGER

<b>Reports to:</b>	Administrative Director	<b>FLSA:</b>	Exempt – Administrative
<b>Division:</b>	Non-Suppression	<b>Status:</b>	Full-Time
<b>Location:</b>	Administration	<b>Grade:</b>	N/A
<b>Reviewed:</b>	JPiechura, GHackenbracht, TBenavidez., PAguilar	<b>Revised:</b>	
<b>Supervises:</b>	Receptionist(s), Secretary, and Executive Assistant		

### POSITION SUMMARY

The fundamental reason this classification exists is to assist the Administrative Director in carrying out the programs and activities of the District by performing highly complex administrative and professional work which includes: managing all District's Official Boards (e.g., Governing Board, Pension Board, etc...), and other official public meetings in a support function capacity; planning and implementing of elections; serving as the official custodian and manager of the District's records; and, developing and monitoring the Administrative budget. This position is responsible for supervising Administrative support personnel. Work requires extended work days outside of regular working hours to attend public meetings, preside over elections and attend community events.

**ESSENTIAL FUNCTIONS** *(Any one position may not include all of the duties listed, nor do any listed examples include all tasks which may be found in positions of this class.)*

- This position customarily and regularly supervises the work of at least two or more other full-time employees or their equivalent.
- Supervises assigned support staff by prioritizing and assigning work, and providing oversight of licensing, requests for public records, legal notices, preparation of meeting minutes, and ensuring professional internal and external customer service is provided.
- This position has the authority to make suggestions and recommendations as to the hiring, firing, advancement, promotion or any other changes of status of assigned employees, and this person's opinion is given particular weight.
- Responsible for supporting all aspects of meetings for all of the District's Official Boards.
- Creates agendas for board meetings and reviews the accuracy of meeting minutes.
- Assists Administrative Director with the coordination of legal services.
- Manages legal procedures for timely publication and other requirements for budgets, elections, annexations, and meetings of the District's Official Boards and committees
- Ensures the publication of legal advertisements for bids are completed.
- Assists Administrative Director with ensuring the District complies with legal requirements of the bidding process.
- Serves as the District's custodian of records and provides records management coordination and oversight, including, performing research, database management, document storage and retrieval, and records destruction for the District.
- Oversees the scanning of permanent District records in laserfiche.

- Ensures that all requests for records are handled promptly, and that records are released in accordance with legal requirements.
- Liaison responsibilities with other governmental entities, such as the Board of Supervisors, Assessor's office, Recorder's office and State Department of Revenue.
- Provides support to the District's Official Boards to ensure compliance with the Open Meeting Law, District Bylaws, Resolutions and other applicable standards
- Assists the District's board members in the performance of their duties.
- Establish and maintain positive working relationships with all District personnel, District's board members, and external stakeholders.
- May assist Administrative Director with annexations.
- Acts in place of the Administrative Director in his or her absence, when assigned.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide seamless customer service.
- Responsible for the overall safety of his/her personnel.
- Assumes responsibilities from supervisor as assigned.
- Complies with the rules, policies and procedures as set forth by the District.
- Performs other related duties as assigned.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- Policies and procedures of the District.
- State statutes and Federal laws as applied to Fire Districts, including, Open Meetings and Public Records laws.
- Parliamentary practices and procedures governing public meetings
- Governing Board Member Election Laws and procedures.
- Business English, spelling and arithmetic.
- Modern principles of office management and records maintenance procedures
- Modern principles and practices of effective personnel supervision.

### Ability to:

- Handle sensitive and delicate public relations situations with a high degree of firmness and cordiality.
- Interpret rules, regulations, and policies, and make sound decisions based upon them.
- Manage complex and confidential records.
- Assemble and organize data and synthesize them to make reports.
- Develop, layout, and implement clerical procedures from general instruction.
- Perform a broad range of supervisory responsibilities over others
- Communicate effectively, both orally and in writing, in the English language, with customers, clients, employees and the public in face-to-face, one-on-one settings, in group settings, or using a telephone.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Understand and follow oral and written instructions in the English language.
- Comprehend and make inferences from written materials in the English language.
- Establish and maintain effective working relationships by working cooperatively with others.
- Enforce all District policies.
- Maintain a positive and professional work environment.
- Work safely and courteously to promote a strong team atmosphere.

**Skill in:**

- Researching Federal, State, and local laws, rules, regulations and practices.
- Preparing official minutes of public meetings.
- Following legal standards in responding to requests for public information and records.
- Researching District documents for the Governing Board, Fire Chief, District Attorney, District Staff, and the public.
- Maintaining confidentiality of records and information which are legally privileged
- Entering, retrieving, researching, maintaining and updating automated computer databases
- Handling and prioritizing multiple projects and assignments

**Additional Requirements:**

Some positions require the use of personal or District vehicles on District business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Some positions will require the performance of other essential or marginal functions depending on work assignment, location or shift.

**MINIMUM EDUCATION, EXPERIENCE AND TRAINING**

- Valid Arizona Driver's License
- Associate's Degree in Public or Business Administration, Records Management, or a related field from an accredited college or university recognized by the U.S. Department of Education.
- A minimum of two (2) years of supervisory experience in an office setting, within a City Clerk's office or other government agency or department.
- A minimum of four (4) years of management experience in elections, administration, records or related administrative support function.

**PREFERRED:**

- Bachelor's Degree in Public or Business Administration, Records Management or a related field from an accredited college or university recognized by the U.S. Department of Education.
- Administrative experience in a Special District.
- Certified Municipal Clerk or Master Municipal Clerk.
- Experience with Annexations.

*This position description is intended to indicate the basic nature of the position(s) allocated to this class and examples of typical duties that may be assigned. It does not imply that all positions within this class will perform all the duties listed, nor does it attempt to list all possible duties that may be assigned.*

*This position description does not constitute an employment agreement between the employer and employee and is subject to revision by the employer as the needs of the employer change and/or requirements of the job-related duties expand or are updated.*