

## COORDINATOR OF FIRE SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Village Manager, an incumbent of this position manages the administrative, financial and personnel functions of the Port Chester Fire Department in support of the volunteer Fire Chiefs. An incumbent participates in planning the annual budget and is responsible for the maintenance, condition and replacement of the fire department's equipment, as well as scheduling and maintaining records of mandated training requirements. The incumbent of this position exercises no supervision over firefighting personnel, although will supervise subordinate, paid, non-firefighter staff, such as Cleaners. Incumbent may be required to work off-shift or on-call hours during period of emergency response, and to meet department needs. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Participates in the preparation and finalization of the annual department budget request for presentation to the Board, estimating income and expenses and ensuring adequate documentation and justification provided to support requests;

Monitors ongoing and incurred expenses to ensure they are within the adopted budget, and prepares expense reports documenting purchases of goods and services;

Compiles and maintains a list of department equipment and tracks the condition of equipment and supplies to ensure they are in good working order and meet maintenance requirements;

Ensures adequate and timely acquisition and inventory replenishment of equipment and supplies;

Monitors equipment condition and maintenance requirements to ensure timely inspections and necessary repairs are completed;

Prepares purchase requisitions for approved expenditures, ensuring compliance with village procurement policies and requirements;

Assists volunteer fire chiefs with timely preparation and submission of reports on fire department activities;

With input from volunteer chiefs, schedules all mandated training and maintains records of all department training and attendance;

Processes and tracks department volunteer membership applications;

Attends and maintains records of meetings between volunteer chiefs and company officers;

Supervises paid non-firefighter staff, i.e. Cleaners, in the performance of duties;

Keeps abreast of latest fire code regulations, training requirements and fire prevention methods and disseminates information to department members;

EXAMPLES OF WORK: (Illustrative Only) (continued)

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern business and public administration procedures; good knowledge of the methods and procedures of budget preparation; good knowledge of public purchasing and accounting methods and procedures; good knowledge of basic principles and practices of firefighting and fire safety; good knowledge of New York State training requirements for local firefighter personnel; good knowledge of fire equipment and related regulations; ability to prepare detailed financial and operational reports; ability to establish and maintain effective working relationships with volunteer fire personnel, village employees and the public; ability to communicate effectively, both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand, and communicate in English sufficiently to perform the essential functions of the position; integrity; initiative; resourcefulness; dependability; sound judgment; and physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience in an administrative or supervisory capacity in public administration, personnel administration, business or financial management including or supplemented by two (2) years as a paid employee or an elected officer of a fire district or fire department in New York State.

SUBSTITUTION: Satisfactory completion of 30 credits\* at a recognized college or university may be substituted on a year for year basis for up to four (4) years of the general work experience described above. There is no substitution for the two (2) years of specialized experience.

\*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.