

## FIRE DISTRICT MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Board of Fire Commissioners, an incumbent of this position manages the administrative, financial and personnel functions of a fire district. An incumbent participates in planning the annual budget and is responsible for the maintenance, condition and replacement of the fire district's equipment. The incumbent of this position exercises no supervision over firefighting personnel, although will supervise subordinate, non-firefighter staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Participates in the preparation of the annual district budget for presentation to the Board of Fire Commissioners, estimating income and expenses;

Prepares expense reports for the Board documenting overtime and purchases of goods and services;

Consults with fire equipment manufacturers, building contractors, engineers and architects to research information for the purchase of fire apparatus and related equipment, and for the renovation and construction of fire stations;

Maintains a planned program of capital expenditures according to the debt-incurring powers of the fire district as governed by New York State law;

Prepares and files reports and claims for personal injury damages according to the Volunteer Firemen's Benefit Law, Worker's Compensation Law and General Municipal Law Section 207(a);

Performs a variety of personnel-related duties in the fire district, including reviewing applications for employment in non-firefighting positions; may develop and revise policies for the fire district;

Attends fire district and department meetings to monitor the maintenance of fire apparatus, according to Board policies;

Writes proposals for application of federal funding for fire stations and apparatus;

Writes legal notices relating to the construction of buildings and the purchase of apparatus;

Reviews and approves inventory and purchase orders;

Works closely on projects with Secretary – Board of Fire Commissioners and Treasurer to ensure directions of the Board are carried out;

In coordination with the Board of Commissioners, Fire Chief and legal counsel, assists with formulating district's responses to collective bargaining agreement negotiations, union grievances, FOIL requests and other legal matters;

EXAMPLES OF WORK: (Illustrative Only) (continued)

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

May research and develop a plan for the implementation of computerized systems for the district;

May reorganize district operations and procedures as necessary, with approval of the Board of Fire Commissioners.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of federal, state and local laws regarding the operations and financial recordkeeping of a fire district; thorough knowledge of modern business and public administration procedures; good knowledge of the methods and procedures of budget preparation; good knowledge of public purchasing and a accounting methods and procedures; ability to plan, and direct the work of a fire district; ability to establish and maintain an effective working relationship with the Board of Fire Commissioners, volunteer fire personnel, district 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; 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.