

# **Aptos/La Selva Fire Protection District**

## **Director Business Services**

### **Job Description**

#### **THE POSITION:**

This is a single-position class, full-time, FLSA exempt, confidential position under the direction and supervision of the Fire Chief. The classification of Director Business Services is a high-level staff position responsible for managing all fiscal functions of the Aptos/La Selva Fire Protection District related to accounting, financing, budgeting and purchasing, including personnel management and the administration of employee benefits, health insurance, workers' compensation. The incumbent supervises and coordinates staff responsible for accounts payable, accounts receivable, personnel services, purchasing, contracts, information technology, and coordinates assigned activities within the District and with outside agencies; and, provides highly responsible and complex administrative support to the Fire Chief, Board of Directors, and others as directed by the Fire Chief.

#### **SUPERVISION RECEIVED AND EXERCISED:**

- Receives direction from the Fire Chief.
- Exercises direct supervision over clerical staff in the administrative office and supervises temporary help as required.

#### **EXAMPLES OF DUTIES:**

Responsibilities and duties include, but are not limited, to the following:

- Assumes responsibility for all services of the administrative office.
- Confers with the Fire Chief in the development of; policy, programs, long-range planning, and implements these through the direct performance of work or through an assigned staff or consultants.
- Participates in the development and implementation of goals, objectives, policies and budgets for fire district programs.
- Select, train, motivate and evaluate administrative office personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures, if necessary.

- Prepares the annual preliminary District budget and submits it to the District Board on behalf of the Fire Chief. Organizes the development and administration of the fire district annual budget; forecast funds needed for staffing, equipment, materials and supplies; monitor approved expenditures; direct the implementation of budget adjustments as necessary.
- Develops and implements records systems designed to collect and produce data on such matters as personnel utilization, personnel costs, equipment replacement, and revenue and expenditure levels.
- Represents the District as a member of the management team in contract negotiations with the bargaining units. Oversees annual financial audit performed by contracted auditing firm.
- Provide administrative assistance to the Board of Directors and individual board members as approved by the Fire Chief. Schedule and coordinate Board of Director's regular and special board meetings and act as Board Secretary.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems and internal reporting relationships; identify opportunities for improvement and review with the Fire Chief.
- Provide responsible staff assistance to the Fire Chief and Chief Officers and other program managers.
- Prepare and present staff reports and other necessary correspondence.
- Conduct a variety of organizational studies, investigations, operational studies, and financial and statistical reports.
- Provide technical and functional assistance to board oversight committees as approved by the Fire Chief.
- Participate on pertinent boards and committees; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of administrative facilities management.
- Functions as the district's Personnel Officer when and as delegated by the Fire Chief.
- Other duties as may be assigned.

## **ESSENTIAL FUNCTIONS:**

Must have the ability to effectively communicate and maintain positive working relationships with peers, superiors, subordinates, other public safety personnel, and members of the public in a professional and appropriate manner.

## **KNOWLEDGE AND ABILITIES:**

- Accounting/Finance/Budget
  - Preparation and analysis of financial statements
  - Payroll, payables, receivables
  - Budget and forecast development and tracking
  - Interact with Santa Cruz County Auditor/Controller and Treasurer/Recorder
  - Analyze and evaluate financial issues and variables
  - Conduct long range fiscal planning
  - Support external agency audits and compliance
  - Manage physical inventory and fixed asset records
  - Oversee and manage trust accounts
  
- Personnel
  - Promotional testing processes
  - Labor negotiations
  - Employee benefit programs
  - Monitor and oversee all District insurance programs
  - Meyers-Milias-Brown Act compliance
  - Analyze and interpret actuarial reports
  
- Purchasing
  - Knowledge of government procurement rules and regulations
  - Preparation of requests for proposals
  - Project financing
  - Proposal evaluation and purchase contracts
  
- Information Technology
  - MS Office and superior MS Excel skills
  - Network management
  
- Board of Directors
  - Brown Act compliance

## **MINIMUM QUALIFICATIONS:**

- BA in Business Administration, Public Administration, or closely related field.
- Seven (7) years work experience in an administrative/financial management position in the public or private sector, or equivalent.

**DESIRABLE QUALIFICATIONS:**

- Postgraduate degree.
- Fifteen (15) years work experience in an administrative/financial management position in the public or private sector.
- Knowledge of public retirement systems.