

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Assistant to Fire Chief
FUNCTIONAL AREA: Fire Department

WORK OBJECTIVE:

Under the direction of the Fire Chief, performs highly responsible administrative work involving the planning, organization and management of long term projects and development for the Fire Department. The employee serves as official representative for the department at all grant meetings, seminars and reviews, and serves as administrator for fire budgetary functions.

Work is assigned in accordance with departmental directives, however, employee is expected to exercise considerable latitude for independent judgment and initiative in procedures and methods, to attain objectives.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Maintain all department policies, Standard Operating Procedures, and regulations; ensuring compliance and maintenance of manuals at all fire stations.
- Plans, performs research, coordinates tracking and reporting, and administers grant requests.
- Serves as official representative for the Fire department at all grant meetings, seminars and reviews.
- Assists in departmental budget preparation and administration.
- Compile and maintain accountability for operational and capital improvement budgets.
- Directs and executes special projects as assigned.
- Evaluates data relating to operations and improvements to existing procedures and equipment.
- Examines organizational problems concerning policy, personnel, enhancement of equipment capabilities, etc
- Supervise administrative support personnel; instructing, assigning, and reviewing work; and ensuring adequate coverage. Train support personnel in Fire department policies and procedures.
- Works closely with divisions and other departments in maintaining the support systems and providing information regarding departmental operations.
- Performs a variety of critical record management duties, and manages department record retention and filing systems relevant materials, e.g., payroll, accounts payable, department files, personnel records, accounting data.
- Facilitates the annual ICMA survey; and any other survey requests, for the City with reference to all Fire Department functions.
- Works closely with FEMA representatives regarding deployed personnel.
- Attends and represents the Fire department in cooperative efforts with governmental entities and other operating units of the City.
- Serves as a technical liaison with the Information Services department; Analyses and make preliminary determinations regarding network related problems.
- Performs related tasks as assigned.

Assistant to Fire Chief

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Bachelor's Degree in Public Administration or related field; supplemented by three (3) to five (5) years progressively responsible experience in administrative support functions, to include budgetary and grant administration; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities –

Through knowledge of current principles and practices of fire grant funding procedures.

Through knowledge of pre-established City, County and State policies and procedures applicable to the work.

Ability to plan, research, organize, develop, schedule, and monitor various specialized fiscal programs.

Ability to establish and maintain effective working relationships with departmental staff, City management, grant administrators and the general public.

Ability to perform routine to complex mathematical computations and tabulation accurately and efficiently.

Ability to read, update, analyze and maintain various records and files.

Ability to operate basic office equipment.

Ability to access, operate and maintain various software applications.

Skill in public speaking demonstrating poise, voice control, and confidence; skill in business English and spelling.

Skill in understanding and following written and oral instructions.

Skill in clearly communicating information both verbally and in writing.

Skill in developing and generating accurate records and reports; skill in technical writing.

Ability to select, lead, motivate, and evaluate work of administrative support personnel; establish and maintain an effective working relations with city officials, employees, and the general public.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

ENVIRONMENTAL REQUIREMENTS:

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.