

CHIEF ADMINISTRATIVE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative position in the fire department service. The primary duties and responsibilities include managing the Administrative Division which is comprised of positions including Departmental Records Clerk. The Chief Administrative Officer assists the Fire Chief in the organization and management of the fire department in areas such as human resources administration, planning and research, maintaining records and reports, preparing department budget, and maintaining supplies and equipment. The employee of this class has the authority to work independently and performs duties with little or no supervision. The incumbent of this class reports to and has work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of and sets management policies for the Administrative Division of the fire department. Assists with the planning and organization of departmental operations involving personnel, equipment and apparatus. Participates in developing a personnel recruitment and selection program, interviews prospective employees and makes recommendations for hiring. Maintains promotional eligibility lists and recommends promotions in accordance with civil service law. Holds meetings with fire department personnel in order to receive reports, disseminate information, inspect appearance or discuss work performance. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken. Conducts inspections of various divisions of the department, observes operations and evaluates the effectiveness of each division. Takes appropriate action or makes recommendations to correct or improve problem areas. Investigates all accidents involving department equipment or personnel, determines cause and makes recommendations on procedure to avoid future accidents. Acts as chief medical officer for the department, supervising occupational health practices, overseeing the return-to-work process for employees who have been on extended leave and coordinating the release of medical records as needed. Assists with the preparation of PIAL ratings by participating as a member of the departmental PIAL rating team. Gives reports, offers advice, makes recommendations and keeps informed on local trends that may affect the fire service when attending meetings required by the local governing authority. Testifies in court when required.

Supervises and evaluates positions in the Administrative Division by assigning work or duty areas, providing assistance in technical areas of work, assigning schedules, reviewing reports, delegating authority, approving leave, discussing performance with subordinates, writing employee evaluation reports and recommending disciplinary action when necessary. Promotes peace and harmony by counseling subordinates who are experiencing work problems, resolving employee grievances, ensuring that discipline is maintained, meeting and working with employee groups or by taking any other action deemed necessary.

Personally completes any forms and records required, including payroll records. Reads correspondence addressed to the fire department and decides what type of action should be taken in reply. Composes letters in response to written or oral requests directed to the fire department or to address other department needs. Writes newspaper articles or any other official department position paper for publication. Oversees and writes requests for grants or other special funds to aid in the operation of the fire service. Works with superiors to provide oversight and accounting for the money and assets of the department.

Assists in the preparation and submission of departmental and divisional operating budgets by compiling and organizing financial data. Authorizes expenditure of funds, making sure that such expenditures are in accordance with the budget. Orders and maintains inventory of supplies and equipment for the fire department and various divisions, distributing such to authorized personnel as required. Coordinates and oversees programs related to personal protective equipment and uniforms.

Informs the public about fire department work by means of talks, demonstrations or distribution of literature to schools, civic groups, building owners and employees. Answers questions for the public about the operation of the fire department, fire prevention or any related areas of emergency services. Serves as department representative to the news media, releasing information and answering questions concerning the work of the department.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

Must possess a valid driver's license.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed

to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have an associate's degree in fire science, a related fire management curriculum or a bachelor's degree in a business or a public administration curriculum and at least five (5) years of experience as a full-time member of a paid fire service organization.