

# APPLE VALLEY FIRE PROTECTION DISTRICT JOB DESCRIPTION

## ADMINISTRATIVE SERVICES MANAGER

Revision #

Date: 9/12/2005

Approved By:

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Reports to: Fire Chief

Supervisory Position: Yes   PFA: No   Safety: No   FLSA Exempt: No

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### **General Position Description**

Manages and provides services to the Fire District in the areas of human resources, employee benefits, and payroll. Initiates, coordinates, and completes recurring complex reports related to these duties. Performs administrative tasks in support of the Fire Chief, Board of Directors, and other Chief Officers. Supervises and trains subordinate clerical staff. Performs complex and technical duties which require knowledge of Fire District policies/procedures, state and federal personnel laws, and CalPERS requirements/procedures. Works independently, using sound judgment in making decisions, and maintaining confidentiality at all times. Competently uses a variety of office equipment, computers, and software programs necessary to complete assigned duties. Accurately applies mathematical calculations and formulas for payroll and other statistical duties.

### **Principle Duties and Responsibilities**

- Inputs payroll and ensures timely processing. Checks payroll reports for accuracy, corrects errors immediately, and compiles/completes required CalPERS payroll reports.
- Maintains payroll check register and overtime analysis; and provides Finance Officer with both every pay period.
- Assists in arranging and performing job applicant testing and assessments. Performs background investigations on candidates who have successfully completed testing/assessment and are being considered for employment.
- In-processes new employees, ensuring all pre-employment requirements are fulfilled, all employment related paperwork is completed, and employees are supplied with the necessary orientation to ensure knowledge and compliance with District policies and procedures.
- Administers employee benefit programs to include health, dental, vision, life, and deferred compensation; ensuring qualified employees are receiving all benefits to which they are entitled.
- Provides compensation and benefits information to other organizations.

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- Accurately completes an assortment of reports, letters, charts, and documents by utilizing a variety of computer software programs, electric typewriter, and other office equipment.
- Composes correspondence/reports with no supervision; and edits/reviews items from other sources to ensure proper grammar, composition, and spelling.
- Researches and compiles information as requested by Fire Chief, Finance Officer, and other Chief Officers; and stays up to date on changing laws that impact human resources procedures.
- Performs a variety of duties related to the Board of Directors which include attending Board Meetings; taking, compiling, and finalizing Board Meeting Minutes; ensuring election and annual economic disclosure procedures are followed and completed; and assisting Board Members as needed/requested.
- Maintains, revises, and updates Fire District filing system to including confidential personnel files, payroll files, personnel policies, standard operating procedures, resolutions, ordinances, and general office files. Ensures filing system meets or exceeds local, state, and federal record keeping requirements.
- Supervises subordinate clerical personnel to include evaluating, training, assisting, assigning, and monitoring their work.
- Responds to requests from the public or legal entities in a timely and professional manner. Follows legal guidelines in releasing confidential or sensitive information, ensuring release only to authorized parties.
- Answers employees' and staff's questions with regards to health benefits, retirement benefits, personnel policies, standard operating procedures, payroll, and other human resources/administration related concerns.
- Performs Secretary I/II duties in assigned employee's absence.
- Maintains Fire District office supply inventory which includes ordering, maintaining stock, issuing supplies, and tracking inventory.
- Performs as an integral part of the District's senior management team.

**Minimum Qualifications**

As established in District Personnel Policy P-5.

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**Description of Duties, Abilities and Work Environment**

Reference: Description of Duties, Abilities and Work Environment for Non-Safety Personnel Category I.