

70 WEST FIRE PROTECTION DISTRICT

Job Description Form

DIVISION/DEPARTMENT	Administrative Division		
LOCATION	70 WEST FIRE DEPARTMENT OUT OF STATION 2		
JOB TITLE	Assistant Director of Operations (ADO)	OCCUPIED BY:	
REPORTS TO	Director of Operations (DO)	<i>Title</i>	Assistant Director of Operations (ADO)

Level/Grade	Type of position:	Hours per week (40)
SALARY DOE	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Contract Labor	* Any additional hours beyond for special projects would be considered SALARY PAY. No Overtime
Range from \$15.38 phr to \$19.24 phr	<input type="checkbox"/> Part-time	

GENERAL DESCRIPTION

The Administrative Division provides vital services that when performed correctly, are invisible but invaluable to the seamless operations of the entire department. It is with great pride that these duties will be performed by the individual(s) responsible. The Assistant Director of Operations (ADO) will have full knowledge of all administrative functions to be interchangeable with the Director of Operations (DO).

Assistant Director of Operations Duties

The ADO will be responsible to know and assist in data entry, accounts payable, payroll, grant report entry, managing the organizations HR, helping and creating organizational and program budgets in collaboration with the DO, Board of Directors and Other Staff, and other misc. tasks. Reporting to the DO, serving as a key member of the Management Team, this position's primary responsibility is to assist organizational effectiveness in operational and financial functions. Working with the DO, the Board of Directors and Staff, the position also contributes to the development and implementation of organizational strategies, policies and practices. Improve the operational systems, processes and policies in support of organizations mission -- specifically, support better management reporting, information flow and management, business process and organizational planning. Help manage and increase the effectiveness and efficiency of Support Services through improvements to each function as well as coordination and communication between support and business functions. Play a significant role in long-term planning, including helping achieve the lowering of the ISO rating and initiatives geared toward operational excellence. Assist in overall financial management, planning, systems and controls. Assist in management of District budget in coordination with the DO, the Board of Directors and Staff. Development of individual program budgets as assigned. Help balancing income checks with District Parcel information. Will help develop system of verifying parcels paid and not paid annually. Assisting with payroll management and disbursement of checks for agency expenses, organization of fiscal documents. May attend regular meetings with Board Liaisons and Staff around fiscal planning. Heavy participation in training staff and volunteers to improve certifications and ratings. Assist in supervising and coaching all department staff on a weekly basis.

Financial Management Assist in annual budgeting and planning process for the organization's annual budget and Implementation of budget when adopted. As assigned by DO, oversee monthly and quarterly assessments and forecasts of organization's financial performance against budget, financial and operational goals. Be knowledgeable and able to oversee short and long-term financial and managerial reporting. Able to handle day to day processing of accounts receivable and payable using QuickBooks, producing reports as requested. Able to reconcile monthly activity, generating year-end reports, and fulfilling tax related requirements. Assisting DO and Board in creating annual organizational budget and monitoring cash flow. Managing grantor contracts and reimbursement requests. Able to maintain administrative files, administering of payroll and employee benefits and organizational insurance. Assist with accounting requests and issues including resolution in a timely manner and communicating to internal and external parties. Help develop long-range forecasts and maintain long-range financial plans. Assist in developing, maintaining and monitoring all fundraising and accounting systems and procedures capturing all pledges, billings and receipts and for the recording of all revenue transactions, recommend and implement improvements to systems. The ADO will assist in making sure that the Department meets the Annual Certification Requirements set forth by the State of Arkansas and the Fire Protection Services Board to continue to receive ACT 833 funds, and be able to file for these funds annually as needed.

Organizational Effectiveness & Leadership Manage functions. Increase the effectiveness and efficiency of Support Services through improvements to each function as well as coordination and communication between functions. Drive initiatives in the management team and organizationally that contribute to long-term operational excellence. Providing consulting services on matters related to fundraising, tax and insurance questions, and structure and growth. Contribute to short and long-term organizational planning and strategy as a member of the management team

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<p>NFIRS Reporting: The ADO will have full knowledge and access to the systems and be prepared to assign and monitor NFIRS Reports entered by responders into provided software and ensuring that they are sent on time to the appropriate agencies. In addition, the ADO will help the DO monitor the reports for accuracy and completeness before they are exported, and take steps with personnel to correct all issues in a timely manner. The ADO will help maintain all response statistics including individuals' responses to emergencies as well as the overall incident type reports published for Annual Meeting Purposes and statistics as may be requested by various items regarding Departments responses.</p> <p>ISO Duties/DRC Involvement: The ADO is a key part of ISO Preparation Oversight making sure that appropriate records are obtained and maintained by the organization. The ADO will carry out and be responsible to the DO for the Department's Inspection Division and will carry out all necessary inspections and plan reviews in a timely manner and maintain all records. The ADO will assist in making sure the Annual Hydrant program is maintained, the Annual Inspection program is started and maintained, and the Annual Tests related to Equipment operation are scheduled and maintained accordingly. The ADO may also be asked to assist with other various duties that may arise at a later time with ISO Preparation to be determined by the DO and the Board of Directors.</p> <p>Community Service The ADO will assist the DO with various community service projects as scheduling allows. Increasing public awareness of the organization and maintaining its mission of providing a safe community. The ADO will work to establish and schedule fire safety presentations to all potential groups in the community. This will be determined as the need arises by the DO. The ADO will be required to respond to emergency calls.</p> <p>Janitorial: Assist with Janitorial duties as needed at Stations.</p> <p>Accountability.</p> <p>When working at locations other than Central Station the ADO will check in with other staff and make sure they have their assignments. If absent instructions will be left for staff through the direct communications from the DO. The ADO reports to the DO.</p>	
WORK EXPERIENCE REQUIREMENTS	
<ul style="list-style-type: none"> – Must be able to work as a team member and report to appropriate authority as directed without problems. – Ability to Challenge and Debate issues of importance to the organization – Delegate responsibilities effectively. – High comfort level working in diverse environment. – Excellent Financial Management & Bookkeeping skills w/ Experience – Demonstrated leadership and vision. – Must have computer skills and familiarity with various software programs, including QuickBooks and Emergency Reporting Systems. – Must have people skills. – Must have an understanding of Coding relating to fire and EMS responses and reports. – Knowledge of Legislation pertaining to mandates and certifications of fire department. – Must have training skills and experience with adults in Fire Department situations – Has Training and Certification as Firefighter & Minimum First Responder ADO will be required to respond to emergency calls. 	
EDUCATION REQUIREMENTS	
<ul style="list-style-type: none"> – High School Diploma, Preferably some College Experience. – Must have excellent grammar and proofreading skills. – Must have Firefighter Certification and provide any related Certificates and/or Training Documentation. – Must be certified Arkansas Fire Inspector I (IFSAC) and have knowledge of NFPA Code and AR State Fire Codes. – Must have Instructor I Certification (IFSAC) – Must have National Incident Management System (NIMS) ICS 300 and 400 	

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Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.
