

Position Description: **Fire District Administrative Officer**

Job Purpose:

The Administrative Officer is the Executive Officer of the Fire District, appointed by and responsible to the Board of Fire Commissioners for the effective, efficient, and legal conduct of the fire district its employees and volunteers. The Administrative Officer performs a variety of technical, administrative, and supervisory work in planning, organizing, directing, and implementing all aspects of the fire department. Such work includes, but is not limited to, creating, and maintaining department policies and budgets, ensuring required records are submitted complete and accurate, and ensuring all department services are continually monitored to prevent the loss of life and property by fire and/or emergency medical conditions. The Administrative Officer is a part-time salaried position for which overtime will not be eligible nor will benefits be included.

Required Knowledge, Skills and Abilities:

- Sound judgement, professional conduct, commitment to service and community, and proven leadership skills are the prime factors of this position.
- Exhibits a high respect for human and community diversity.
- Has served in a fire department leadership position at a minimum of two (2) consecutive years as Captain or in a higher position than Captain.
- Possesses a current NYS Emergency Medical Technician (EMT) or Paramedic license.
- Demonstrates the ability to perform and lead others calmly and efficiently in crisis situations.
- Has a working knowledge of and the ability to maintain accurate operational, personnel and district records as required.
- Prepares timely reports and other communications as required by various local, county, state and federal organizations and agencies.

Essential Duties and Responsibilities:

1. Administrative
 - a. Through the chain of command, the Administrative Officer is responsible for the general direction, supervision, and evaluation of any paid employees. Including employee safety, training, and job performance.
 - i. The AO reports directly to the Fire Chief as elected by the West Sand Lake Fire Company and approved by the Board of Fire Commissioners.
 - b. Assists the Chief and his/her officers with development and proposals to the Board the department's annual budget and strategic planning.
 - c. Fulfills the role of Fire District Director of Purchasing under Town Law Section 174 2-A.
 - a. Ensures that monthly reports are completed in a timely manner.
 - b. Prepares and submits required monthly administrative reports to the West Sand Lake Fire District Board of Fire Commissioner meeting.
 - c. Monitors and controls operational appropriations and expenditures in compliance with and as directed by WSLFD Board of Fire Commissioner purchasing policies.
 - d. Supervises acquisition and disposition of grant expenditures.
 - e. Prepares shift scheduling of any paid operational personnel and volunteer member duty shifts as appropriate.
 - f. Establishes all daily duties and responsibilities of operational paid personnel.
 - g. Ensures operational paid personnel are fulfilling all requirements of the Fire District, Fire Department needs.

- h. Recommends to the Board all appointments, promotions, demotions, transfers, and terminations of personnel.
- i. Ensures that accurate and complete records of volunteer member and employee benefits and personnel forms are completed and maintained.
- j. Investigates all disciplinary matters and recommends appropriate disciplinary action to the Board of Commissioners, Commissioner in charge of Personnel.
- k. Recommends and enforces all department policies, procedures, rules, and regulations.
- l. Periodically evaluates employee job descriptions, standard operating guidelines, and personnel policies and procedures to ensure they are updated to meet the changing needs within the department.
- m. Prepares and presents reports to the Board on operations and administration of the department; makes recommendations for board policy changes; identifies discrepancies between actual performance and adopted goals and objectives.
- n. Organizes periodic review meetings with neighboring district chiefs to ensure policies and procedures work in a collaborative method.
- o. Assesses and responds to citizen inquiries, compliments and complaints in a timely, courteous, and effective manner.
- p. Evaluates the need for and recommends to the Board the purchase of new equipment, apparatus, additional personnel, and emergency supplies when needed.
- q. Performs additional administrative duties as may be assigned by the Board.
- r. Serves as human resource contact for all members of the department, paid and volunteer.

2. EMERGENCY OPERATIONS

- a. Inspects property for fire dangers and damage.
- b. Oversees all firefighting operations and fire prevention procedures including, but not limited to, disaster relief and prevention, hazardous materials, flooding and flood damage prevention, safety, and risk management.
- c. Coordinates Mutual Aid Agreements with local fire departments.
- d. Ensures all fire apparatus is always in good working order and response ready.
- e. Maintains and implements disaster preparation plans.
- f. Provides guidance to department officers in the planning and implementation of operations, programs, training, and personnel management.
- g. Takes appropriate safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. Responsible for the safety of self, others, and equipment. Uses all required safety equipment and procedures.
- h. Performs additional duties, as needed, or assigned by the Board.

3. PERIPHERAL DUTIES

- a. Promotes positive relations with other fire departments and associated agencies to ensure appropriate mutual aid responses and goodwill among other departments and the public.
- b. Attends professional, trade and community meetings, trainings, and events to keep abreast of current events within the fire service and within the communities.
- c. Performs related duties, as needed, to meet the needs of the fire department

Minimum Qualifications:

- High School Graduate.
- Minimum Age: 21 years of age.

- Residency Requirements: Residency preference shall be afforded to candidates that maintain permanent residence within a 5-mile radius of the West Sand Lake Fire District border.
- Minimum of ten (10) years of active, interior firefighting experience, with at least two (2) years in the role of Captain or higher command level position.
- Must possess NYS Firefighter I & NYS Firefighter II training (or equivalent as deemed acceptable by the West Sand Lake Board of Fire Commissioners and NYS OFPC).
- Must possess a minimum level Fire Officer training to the “Mid-Level Officer / Supervisor” (NYS / Pro-Board - Fire Officer II) level in compliance with NFPA 1021 standard.
- Preferred training but not required includes: “Administrative Chief Officer” (NYS / Pro-Board - Fire Officer III) level in compliance with NFPA 1021 standard.
- Must possess and maintain NYS EMT or Paramedic License for the duration of employment.
- Have a working knowledge of federal, state, and local laws and ordinances pertaining to fire and EMS services, including knowledge of fire inspection programs and fire investigation.
- Have working knowledge and experience purchasing fire and EMS equipment.
- Ability to operate emergency apparatus and equipment, with knowledge of safety policies and regulations, as well as applicable federal, state, and local laws.
- Knowledge of fire prevention, suppression and investigation methods, practices, and procedures, with the ability to apply such knowledge and proper procedures to specific situations in a clam manner.
- Working knowledge of community geography, including street names and locations, building structures and nearest hospital locations.
- Able to submit to and pass physical, psychological, and medical testing, including drug and alcohol testing, as requested.
 - Must obtain and maintain a firefighter physical with the classification of “A – Interior” for the duration of employment.
- Ability to communicate effectively both in writing and orally.
- Must possess valid New York State driver’s license class D, B or A.
- Knowledgeable in the use of computers and department software applications.