

## Position/Role Description

### District Manager

<u>Director Report of:</u>	President	
<u>Peers with:</u>	Chief Privacy Officer Safety Officer	Personnel Officer Public Information Officer
<u>Direct Reports:</u>	None	
<u>Locations:</u>	District Headquarters	Remote
<u>Resources Provided for District Business:</u>	Laptop computer access Teams Access	Email address Photocopier/printer access Training and education
<u>Memberships</u>	Firefighters Association of Missouri (FFAM) Missouri Association of Fire Chiefs (Mo Chiefs) International Association of Fire Chiefs (IAFC)	
<u>Compensation and Allowances</u>	Paid \$25 per hour	
<u>Assignment</u>	Part-time	Flexible hours
<u>Maximum Staffing Level</u>	1 position	

#### Primary Responsibility:

Ensure the District's administrative functions are efficiently and effectively planned, performed, and completed.

Ensures District goals are met and works towards fulfilling the District's vision.

Consults with the peers, District Officers<sup>1</sup>, and Board of Directors in terms of policy and planning but works independently in managing administrative functions.

#### Administrative Duties:

- Prepares reports and documentation of administrative functions, special projects, and other tasks
- Prepares and delivers presentations and monthly reports to the District's Board of Directors
- Prepares annual budget requests to the Budget Officer
- Controls spending within budget

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<sup>1</sup> Secretary, Treasurer, Custodian of Records, and Budget Officer

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#### Important Duties:

- Serves as the primary spokesperson for District administrative functions
- Complies with and enforces applicable state statutes and federal laws and regulations, e.g., purchasing
- Helps draft and recommend policies and goals and content for the District's Strategic Master Plan
- Establishes and maintains District administrative procedures
- Conforms to and enforces District policies and administrative procedures
- Operates office equipment as necessary
- Provides process for office equipment to be cared for, tested, and maintained
- Provides processes for managing the inventory of District equipment and supplies
- Evaluates need and makes recommendations for the purchase of administrative equipment and supplies
- Helps to develop District activities and programs, including community activities, education, and emergency preparedness
- Initiates continuous improvement of administrative functions, improved outcomes by sponsoring quality assurance and quality control activities reducing costs and cycle time and streamlining work processes
- Provides processes to assure seamless quality customer service
- Ensures training and education as necessary to increase knowledge and use of administrative processes
- Attends conferences and seminars to keep abreast of developments in emergency services and public administration
- Initiate, leads, or sponsors special projects such as ISO improvement, strategic master plan update, economic development, elections, etc.

#### Administrative Functions:

- Purchasing and Contract Management
- Asset Management (including donations and disposal)
- Compliance
- Information Technology
- Risk Management (including insurance claims)
- Financial Analysis
- Performance Analysis (of key performance indicators)

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#### Desired Knowledge:

- Principles, practices, methods, and equipment employed in modern emergency services
- Safety standards and precautions pertaining to EMS, first aid, and fire suppression activities

#### Required Knowledge:

- Laws and regulations pertaining to administrative functions
- District ordinances, policies, standard operating procedures or guidelines and state statutes and regulations pertaining to emergency services and public administration
- Organizational leadership principles and practices
- Principles and practices of management systems and processes
- Best practices of administrative functions
- Analytical principles

#### Required Abilities:

- Follows direction from the District President
- Uses good judgment in administrative functions consistent with carrying out the District's mission, policies, procedures, achieving goals, and fulfilling the District's vision
- Establishes relationships and works well with District employees, other officials, the public, and other agencies
- Works well with the public and employees of other agencies
- Gathers information by communicating with others and obtaining data
- Prepare reports and documentation as necessary with clearly organized thoughts using proper English sentence construction, punctuation, and grammar
- Communicates with co-workers and employees of other agencies
- Comprehends and makes inferences from written material
- Provides organizational leadership
- Performs a broad range of leadership and managerial responsibilities
- Assesses overall administrative effectiveness in carrying out the District's mission, achieving goals, and fulfilling the District's vision
- Defines the administrative training and educational needs of District personnel
- Communicates with District personnel, patrons, or the public in face-to-face, one-on-one, group, or over the telephone types of settings.
- Observes, monitors, and compares data to determine compliance with the District's policies and administrative procedures
- Basic computer skills such as emailing, word processing, spreadsheets, applications, and presentations
- Arithmetic analysis

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#### Desired Licensure:

None

#### Required Licensure:

None

#### Training and Experience:

Combination of experience and education that meet the training and experience may be substituted for the following:

- Degree or advanced training
- Four years of supervisory, managerial, and/or leadership experience with familiarity of emergency services operations

#### Confidentiality:

Regularly works with data, processes, or confidential information where disclosure is a serious breach of trust and potential violation of law.

#### Working Conditions:

Office environment

#### Required Mental and Visual Demands:

- Intense and exacting mental and visual attention, involving the performance of complex work
- Continuous attention to detail

#### Physical Requirements:

- Lifts boxes and containers weighing approximately 25 pounds
- Communicates effectively via telephone or TTY/TDD

#### Additional Requirements:

- Managing projects, tasks, follow-ups, etc.
- An individual in this position may use personal or District vehicles on District business; therefore, if an individual uses personal or District vehicles, the individual must be physically capable of operating the vehicle safely, possess a valid driver's license, and have an acceptable driving record
- Use of a personal vehicle for District business will be prohibited if the employee does not have personal insurance coverage

*Note: This Job Description will be reviewed from time to time and adjusted, if necessary.*