

Town of Sherborn Job Description

Form approved by Personnel Board 6/97. Amended and approved by Personnel Board 3/06

JOB TITLE:

Department Administrator

DEPARTMENT NAME:

Sherborn Fire & Rescue Department

FLSA STATUS:

Exempt:
Non-Exempt:
Hours worked per week: 19.5

EMPLOYEE TYPE:

(see General By-Laws Personnel Administration Plan for
definitions)
Salaried
Regular Full-Time

Regular Part-Time
Supplemental Part-Time

Casual Part-Time
Temporary

REPORTS DIRECTLY TO (INDICATE JOB TITLE): Fire Lieutenant (FT)**I. JOB SUMMARY** - *Briefly describe the primary function of this job.*

This position is appointed by the Fire Chief.

The Department Administrator is responsible for the administrative functions of the fire department as assigned by the FT Fire Lieutenant or Fire Chief. This includes: Maintaining all records; Inputting EMS & fire reports into the appropriate database; tracking and payment of all department bills; maintaining updated budget spreadsheets; tracking of paramedic activity and related bills; charges and making appropriate payments; typing correspondence; tracking and completing bi-weekly payroll; organizing and scheduling department inspections; tracking and submitting all inspectional funds collected; general coordination of vendors and state licensing groups; coordinating with other town departments; and serving as point person for communication (mail & phone calls) with general public.

II. JOB DUTIES - *List six to eight of the most important duties using concise and comprehensive statements. Begin with the most important duty.*
Include any essential or important physical demands that are required to complete each of these duties.

1. Responsible for administrative functions of the fire department as assigned by the FT Fire Lieutenant or Fire Chief. Assist other department officers and members as assigned.
2. Ensure accurate assignment of call numbers and Input all fire/EMS reports into appropriate database to track department responses, training and, payroll. Responsible for accuracy of information input and submission of data to Department of Fire Services for Massachusetts Incident Reporting System.
3. Financial related responsibilities include: Accurate and timely completion of payroll; Tracking and submission of all departments bills; Tracking and turnover of all funds received in compliance with town policy; and tracking and payment of paramedic service bills. Handle all billing and vendor questions/inquiries.
4. Act as the point person for department inquires and questions. All inquires and questions should be directed to the appropriate person and/or handled if the subject matter falls within the scope of this position. Responsible for checking voicemail (daily) and collecting and opening mail.
5. Track and input training records into database and provide quarterly training participation reports.
6. Coordinate and complete state licensing and training documentation as requested.
7. Track EMS/fire certification information and provide reports when requested.
8. Type and/or prepare correspondence as directed by command staff.
9. Assist with procurement of supplies and equipment for departmental needs.
10. Respond to fire and medical emergencies as needed or as directed by the Fire Chief.

III. EDUCATION, TRAINING & EXPERIENCE - *Describe the minimum level of education, training, and experience, as well as any special skills or certifications, which are required to competently perform the duties of this job.*

Minimum Qualifications

Education and Experience: High School Diploma or GED with responsible experience in accounting or financial management; experience in municipal accounting preferred; or any equivalent combination of education and experience.

Strong competency in Microsoft applications including Word, Excel, PowerPoint, and Outlook. Working knowledge of town municipal organizations including tax payers, boards and committees and town departments.

Must be able to communicate effectively both verbally and in writing. Must also be able to resolve accounting and departmental issue in an efficient, effective, and timely manner. Ability to handle and prioritize multiple tasks and meet all deadlines. A high level of attention to detail is required.

- Preferred Fire, EMS, or Medical Administrative Experience
- Preferred Certification as an EMT-B
- Preferred Firefighter I/II Certification

IV. COMMUNICATIONS & CONTACTS - *List the jobs, external departments or organization with which the job has the most frequent contact. Describe the purpose and frequency of the contacts (Do not include supervisors and subordinates).*

<u>Contact</u>	<u>Purpose</u>	<u>Frequency</u>
Fire Chief	Provide Updates	As Needed
Town Citizens	Provide information, respond to public inquiry.	As Needed
Mutual Aid Departments	Provide reports, records, and information.	As Needed

V. MANAGERIAL & SUPERVISORY RESPONSIBILITIES - *Describe the function(s) over which this job has direct accountability and authority.*

This position has no direct supervisory responsibilities.

VI. WORK ENVIRONMENT: Describe the workplace environment e.g. office, outdoors, night work, and any equipment usage requirements.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts; in high, precarious places; in outside weather conditions; in occupancies with explosives and hazardous material, is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme heat, and risk of electrical shock.

The noise level in the work environment is moderate to heavy.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to use hands to handle or feel objects, tools or controls and reach with hands and arms. The employee frequently is required to sit and talk or hear. The employee is regularly required to stand; walk; climb or balance; stoop, kneel, crouch or crawl; and smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Special Consideration: Certain trade areas within this job may require the use of a respirator. Such trade areas may require sufficient pulmonary and respiratory health to use a respirator and may preclude full beards or other obstructions preventing a positive facial fit for half-face or full-face respirators.

VII. REPORTING RELATIONS - *Attach and organizational chart if possible indicating where this job fits in the department's operations.*

Sherborn Fire & Rescue Department Organizational Chart Attached

The above statement is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUPERVISOR'S/MANAGER'S SIGNATURE: 	DATE: 10/31/2023
TOWN ADMINISTRATOR'S SIGNATURE: 	DATE: 11/1/23
PERSONNEL BOARD SIGNATURE: 	DATE: 10/31/2023
COMMENTS:	