

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Deputy Chief of Administrative Services	BAND/LEVEL:	Mgmt IV
DEPARTMENT:	Fire Department	JOB NO:	2025
DIVISION:	Administration	DATE:	3/25/12
REPORTS TO:	Fire Chief	FLSA STATUS:	EX
FULL-TIME: <u>XX</u>	PART-TIME: _____	COST CENTER:	281
TEMPORARY: _____			

REPLACES: Deputy Chief of Administrative Services

DATE: 8/24/03

JOB SUMMARY STATEMENT:

Under the direction of the Fire Chief, responsible for a broad range of administrative services for the Fire Department. Responsible for the department's general accounting functions. With oversight from the Human Resources Department, implements and administers the department's recruitment strategies, and the hiring and promotion for firefighter/EMT personnel. Administers certain other employee relations functions. Performs the function of Fire Department liaison with other city departments, the media, and the public. Provides information and assist in resolving issues related to the application of HR programs, policies and procedures.

DUTIES AND RESPONSIBILITIES:

1. Assists the Chief with the preparation of the Fire Department's annual budget.
2. Coordinates and manages the Fire Department's general accounting functions of accounts payable; procurement of bid items to ensure compliance with City Operating Procedures; and fixed asset inventory. Monitors all department expenditures and oversees the preparation of financial forecasts and projections. Reviews and approves timesheet entries for payroll purposes.
3. Monitors the EMS billing system revenues, reports, and the interaction between the department and the contract billing service. Monitors the billing and revenues for Client Training, Fire Inspection Fees, and Media Services.
4. With oversight from the Human Resources Department and in accordance City Operating Policies 235, implements and administers the Fire Department's recruitment strategies for firefighter/EMT personnel. Researches and recommends advertising/recruiting strategies and venues; determines locations for on-site visits; and establishes, trains and supervises recruitment team.
5. Plans, administers and manages the firefighter selection process. Determines and schedules testing dates and testing facility. Ensures applicants receive pre-test packet and testing instructions. Recommends and coordinates adjustments to testing and selection practices. Attends all oral interviews. Makes and/or reviews offers of employment.
6. Administers the department promotional processes. Coordinates eligibility, scheduling, and scoring. Provides necessary training to personnel participating in the promotional process. Participates in the design, implementation and scoring of the promotional process.
7. Coordinates background investigations, polygraphs and psychological tests for pre-employment of firefighter/EMT applicants
8. Conducts departmental orientation for all new Fire Department employees.
9. Serves as member of City's internal investigation team for AP107 complaints. Receives complaints reported by public on firefighters or any department employee. Investigates and responds to concerns, problems, or issues.
10. Performs the function of Fire Department liaison with other city departments, the media, and the public.
11. Administers alternate duty assignments within the Fire Department. Evaluates employee's situation; coordinates doctor's evaluation, and assigns alternate duty work as appropriate. Coordinates assignment with the Safety

Title: Deputy Chief of Administrative Services
Cost Center: 281
Date: 3/25/12
Page 2

Administrator.

12. Monitors and maintains department's accident and incident reports and point accumulation system. Records findings and maintains official record of findings and points. Coordinates finding with the Safety Administrator.
13. Counsels and assists fire department personnel at all levels with work-related situations, City policy and program clarifications. Review and/or advise on all personnel disciplinary actions.
14. Prepares and maintains reports, files, and correspondence of an administrative or confidential nature. Performs necessary Notary Public work for the department.
15. Assists in the coordination of public relations functions for the department, such as Awards Banquet and picnic.
16. Coordinates and assists with the preparation of plans, obtaining bids, and making recommendations for improvements and/or replacement of all fixed facilities and tangible resources; and maintenance and/or replacement of all department vehicles.
17. Conducts special studies and projects as requested.
18. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
19. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's degree in human resources, business administration, a related field of study, or an equivalent combination of formal education and work experience.

EXPERIENCE:

Four-six years of experience in employment and employee relations or an equivalent level of experience. Two years of general accounting or finance experience preferred.

SKILLS:

1. Effective oral and written communication skills.
2. Effective listening skills.
3. Reading skills.
4. Analytical skills.
5. Memory skills.
6. Lawful interviewing skills.
7. Knowledge of employee recruitment and selection processes.
8. Organization, presentation, and facilitation skills.
9. Knowledge of budget preparation and sound financial principles.
10. Leadership skills
11. Ability to work independently
11. Must be proficient in the use of word-processing, spreadsheet, and presentation software, with preference for proficiency with Microsoft Office Suite of products including Word, Excel, Access, PowerPoint, Outlook and PeopleSoft.

Title: Deputy Chief of Administrative Services
Cost Center: 281
Date: 3/25/12
Page 3

MENTAL REQUIREMENTS:

1. Ability to read and comprehend
2. Ability to work on several projects simultaneously
3. Diplomacy and judgment
4. Alpha and numeric recognition
5. Ability to recognize and protect confidential information
6. Ability to learn and understand PC software applications
7. Abstract and logical reasoning.
8. Ability to train and guide others.

PHYSICAL REQUIREMENTS:

1. Hand and eye coordination adequate to input computer and operate videotape and other electronic equipment.
2. Visual stamina and acuity adequate to review alpha/numeric data and spend long periods looking at computer screen
3. Ability to speak to an individual or group for an extended period of time
4. Ability to attend/conduct meetings and be attentive for extended periods of time.
5. Ability to make and receive phone calls.
6. Ability to speak clearly.
7. Ability to hear clearly and distinctly.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct:

- Administrative Assistant
- Administrative Clerk

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.