



The City Beautiful

City of Coral Gables Job Description

Job Title: Fire Administrative Supervisor
Department: Fire
Classification: 5108
Pay grade: 19E
FLSA: Non-Exempt

Prepared Date: 9/09
Approved By: Walter Reed
Approved By: Marjorie H. Adler

Summary

Provides administrative, supervisory and advanced clerical work. Provides assistance to the Fire Chief and manages the Fire Department's administrative and support services functions.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Develops and implements administrative and support services procedures. Supervises department's clerical employees.

Assigns, prioritizes, reviews and evaluates work.

Trains, counsels and disciplines employees; completes performance evaluations.

Approves leaves and overtime.

Assists with workload when required.

Serves as liaison between the Fire Chief and management staff employees. Disseminates information. Gives work assignments, relays instructions and procedural decisions. Follows-up on staff assignments.

Handles special projects, conducts research, compiles and analyzes data. Studies problems and develops solutions. Prepares written and statistical reports.

Prepares and maintains department budget. Monitors and reconciles accounts. Itemizes expenses and prepares status reports. Approves purchasing requests. Recommends future expenditures.

Provides assistance and feedback to department's policy team and staff management team. Makes recommendations for policy changes.

Coordinates State and County E.M.S. Grants. Compiles required information and prepares quarterly reports.

Handles mail and phone calls for Fire Chief, Assistant Chief and Division Chief. Composes and prepares responses to correspondence.

Operates computer, fax machine and other office equipment.

Maintains records and files.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of Fire Department operations, policies and procedures, rules and regulations. Knowledge of office management, supervision and budgeting procedures. Knowledge of administrative and support services functions. Knowledge of office practices, systems and equipment. Ability to supervise, train and discipline clerical employees. Ability to prepare and maintain budgets. Ability to develop and implement procedures. Ability to prepare written and statistical reports. Ability to conduct research, compile and analyze data. Ability to study problems and recommend solutions. Ability to communicate effectively with management employees, City officials and the general public. Ability to maintain records. Ability to operate computers and other office equipment. Ability to work independently and make decisions. Good organizational, written and oral communications skills.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, reach above and below shoulders, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

High school diploma or equivalent.

Two (2) years of college course work in public administration, management or related field.

Six (6) years of responsible administrative and clerical work experience, to include one (1) year of supervision and work experience in a Fire Department.

A comparable amount of training or experience may be substituted for the minimum qualifications.

Valid Florida Driver's License