

California Fire & Rescue Training Authority

POLICY HANDBOOK

POLICY TITLE: Administrative Officer
POLICY NUMBER: 2322

Issue Date: 2/19/2015
Revised:

2322.1 General Job Description

Reports to the Executive Director and under minimal direction, supervises financial and administrative activities of the California Fire & Rescue Training Authority; performs duties that are supervisory. Has responsibility for managing the day-to-day fiscal and administrative operations, including budgets, contracts, supplies, personnel, customer service and special projects; assists the Executive Director in managing planning, preparation and implementation of the Authority's operating and capital improvement budget; provides professional and technical assistance to the Executive Director.

2322.2 Essential Job Functions:

- 2322.2.1** Serves as the Fiscal Officer.
- 2322.2.2** Prepares, directs and participates in the preparation of the Authority's annual budget, including analysis and estimates of expenditures; analysis and projections of revenue; recommendations of allocations and personnel; review and consultation with member agency management staff; final budget presentation; and supports the presentation to the California Fire & Rescue Training Authority's Governing Council by the Executive Director.
- 2322.2.3** Develops and implements goals, objectives, policies, and priorities at the direction of the Executive Director for the Authority including budget monitoring and control, purchase requests and payments and fixed asset acquisition and control.
- 2322.2.4** Supervises and performs a variety of duties related to the recording, classifying, examining and analyzing of Authority financial transactions and associated data and records. Serves as the Authority records manager.
- 2322.2.5** Coordinates, monitors, and directs records storage and retrieval; conducts research and develops procedures to improve efficiency and cost-effectiveness; and monitors expenditures.
- 2322.2.6** Acts as point of contact for Authority's financial audits.
- 2322.2.7** Effectively works as a member of a problem-solving team to resolve, within set time schedules, a variety of accounting and administration tasks in support of the Executive Director.
- 2322.2.8** Represents the Authority in a variety of meetings.
- 2322.2.9** Participates in reporting of grant funds.

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- 2322.2.10** Administers contracts, agreements, leases with vendors, agencies and contractors.
- 2322.2.11** Assists in the procurement of services and supplies to be acquired by the Authority.
- 2322.2.12** Assists in the development, implementation, monitoring and updating of the Authority's Policies/Procedures; Develops and implements goals, objectives and guidelines, utilizing resources effectively to improve efficiency and effectiveness.
- 2322.2.13** Ensures that the administrative functions are in compliance with federal and state laws, rules and regulations and local codes and standards. Implements changes to processes required by changes in legislation.
- 2322.2.14** Assists the Executive Director with strategic planning issues.
- 2322.2.15** Supervises and maintains the Authority's various insurance policies to insure appropriate coverage.

Additional Job Functions:

- 2322.3.1** Responds to request from public and other governmental and private entities for organization, technical, operations and administrative information about the Authority.
- 2322.3.2** Supervises and performs a variety of duties related to the recording, classifying, examining and analyzing of Authority financial transactions and associated data and records.
- 2322.3.3** Supervises and performs a variety of duties relating to the resolution of customer problems, and providing information requested by customers and other members of the public having an interest in Authority affairs.
- 2322.3.4** May perform special projects.
- 2322.3.5** Performs other duties of a similar nature or level.

2322.4 Qualifications:

2322.4.1 Knowledge Of:

Public administration, organization and management; budget preparation and control; accounting; auditing; supervision; methods and techniques involved in conducting analytical studies of administrative and management practices, methods and procedures; information systems principles, practices, applications and equipment; inventory control

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and asset management; governmental procurement methods and guidelines, preparation and monitoring, as well as various agencies that impact municipal finances and financial practices; principles and techniques of project management; principles and practices for effective leadership and teamwork; Uses proper spelling, grammar, and punctuation.

2322.4.2

Ability To:

Perform budget analysis, preparation and monitoring; research, analyze and make recommendations on administrative, management and procedural practices; write logical, comprehensive, concise reports and correspondence; manage customer service, financial and administrative functions of the Authority; acquire subject matter expertise in the functions and activities of the Authority, including applicable laws, rules, regulations, procedures and technical operations; use computers and related peripheral equipment; prioritize work efficiently; use modern office automation to maximize resource productivity; prepare and analyze financial and statistical data; supervise and provide work direction to clerical personnel; develop and train others in following procedures and instructions for administrative activities; establish and maintain a harmonious and effective working relationship with staff members, other agencies, and members of the public; effectively represent the Authority to other departments and agencies, and before public bodies; proficiency with spreadsheet , database programs and web based applications; communicate effectively, both orally and in writing; work independently to resolve problems; maintain integrity, honesty, reliability and cooperation; adhere to all policies of the Authority.

2322.5 Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. The education requirements may be modified at the sole discretion of the Executive Director. A typical way to obtain knowledge and abilities would be:

2322.5.1

Experience:

Five years of increasingly responsible administrative work which has provided the opportunity to develop the required skills, knowledge and abilities necessary to fulfill the duties and responsibilities of this position.

2322.5.2

Desirable Qualifications:

2322.5.2.1

Education or work experience equivalent to an AA or AS in Business Administration with coursework in accounting, business administration,

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economics, public financing, public administration, or a closely related field.

2322.5.2.2 Sexual Harassment for Supervisors in accordance with California Assembly Bill 1825 (may be obtained after employment)

2322.5.3 Driver License:

Maintain valid California driver license and satisfactory driving record.