[Medium Res Logo Print Master.tif**BOLINAS FIRE PROTECTION DISTRICT**

100 Mesa Road

P. O. Box 126

Bolinas, CA. 94924

415-868-1566 fx 415-868-2009

www.bolinasfire.org

**Administrative Manager**

**Job Announcement**

The Bolinas Fire Protection District (District) is a combination paid-volunteer fire department providing services in fire protection, medical emergency care, disaster response, and community education and prevention. The year round population of Bolinas is approximately 1,600 while visitation to the beach and surrounding National and State Parks during the spring and summer months brings thousands of visitors. The District staffs a full-time Chief and Duty Officer and several part-time firefighters who are supported by a dedicated group of volunteer firefighters and EMT’s.

Description:

The Administrative Manager is a first point of non-emergency public contact for the Bolinas Fire Protection District and requires frequent interaction with volunteer and paid staff, community members, vendors, and the public. Under the direction of the Fire Chief, the Administrative Manager directs all business functions and related administrative support for the District. This includes providing general and confidential administrative support to the Fire Chief; developing and managing budgets; managing accounts receivable/payable and payroll; coordinating the District’s annual audit; managing the District’s contracts; performing personnel management duties; representing the Fire Chief, as appropriate, at County fire prevention and other stakeholder meetings; acting as clerk to the Board of Directors; and performing related work as required. This is a full-time, salaried, and at-will position.

Minimum Qualifications: Any combination of education and experience that would provide the knowledge and abilities listed.

*Knowledge of*:

* Office organization, administration, and personnel management;
* Accounting and financial record keeping;
* Budget preparation and administration;
* Business correspondence, correct English usage, grammar, spelling, vocabulary, and punctuation;
* Information technology systems equipment and procedures;
* Research methods, records management and report writing; and
* Rules and regulations pertaining to local government agencies/special districts.

*Ability to*:

* Plan, organize, analyze problems;
* Utilize email, word processing, spreadsheet, bookkeeping, and presentation computer software and internet applications in an effective and efficient manner;
* Estimate and project revenues and expenditures;
* Maintain and work with highly sensitive and confidential information;
* Identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
* Analyze facts and make sound recommendations;
* Prepare completed staff work for oral and written communications;
* Plan, initiate, and complete work assignments with a minimum of direction;
* Communicate clearly and concisely, both orally and in writing; and
* Establish and maintain cooperative-working relationships in a team environment.

*Education and Experience:*

* Equivalent to possession of an Associate of Arts degree in business administration or related field, and four (4) years of responsible administrative support experience, which has included considerable exercise of initiative, attention to detail, and independent judgment.

Examples of Job Duties:

* Exercise overall direction of the fiscal and general business activities of the District.
* Direct the preparation and administration of the annual District budget and any associated budgets, including managing financial reporting; forecasting necessary funds for staffing, materials, services and supplies; monitoring the approved budgets; and discussing and resolving budget issues with appropriate staff and stakeholders.
* Manage accounts receivable/payable, including approving invoices and purchase orders; processing payments; performing bank reconciliations; reviewing monthly expense reports; and maintaining spending within approved amounts.
* Coordinate all bookkeeping with the District’s independent accountant.
* Manage District’s payroll, including preparing and reporting to payroll service; ensuring accuracy of payroll; distributing payroll checks and other pertinent information to employees; and handling any payroll duties.
* Coordinate annual independent financial audit and related regulatory agency reporting.
* Act as clerk of the District’s Board of Directors, including preparing agendas and board packets; taking accurate minutes of meetings; and providing administrative/logistical support to board members.
* Manage District’s contracts, including the following duties for District’s cell tower leases: supporting and/or leading negotiation of renewals; coordinating maintenance and upgrades; and maintaining communication with lessees.
* Manage District’s technology needs, including coordinating with IT personnel, maintaining information systems, and evaluating necessary expenses.
* Oversee the development and implementation of personnel policies, including managing background checks; preparing personnel packets; and maintaining the District’s personnel manual.
* Coordinates with the Fire Chief on supervision, evaluation, and discipline of employees and volunteers.
* Oversees all recordkeeping for volunteers including on-boarding new volunteers, and maintaining training records and policy compliance.
* Oversee the administration of Worker's Compensation and retirement contributions and claims.
* Direct special projects and analytical and feasibility studies as needed; coordinates committees considering District-wide issues and plans.
* Confer with Fire Chief to identify District and community needs and collaborates in community outreach initiatives.
* Represent the Fire Chief, as appropriate, at County fire prevention and other stakeholder meetings.
* Prepare grant applications and manage grant funding and reporting.
* Communicate and coordinate with District’s legal counsel as necessary.
* Establish positive working relationships with representatives of community groups, County and local agencies, and the public.
* Issue public notices as per the Brown Act.
* Work occasional overtime or on weekends and evenings
* Perform other duties as assigned.

Physical Requirements:

* The physical demands described here are representative of those required for the position. Position requires sitting, walking, standing, bending, and twisting in the performance of daily activities. The position requires hand manipulation and repetitive hand movement and fine coordination in using a computer keyboard. The position requires near and far vision in reading reports and use of a computer. Acute hearing is required in supporting meetings and providing phone and in-person customer service. The position occasionally requires lifting and/or moving objects up to 20 pounds. The District will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request.

Special Requirements:

* Must successfully pass a background investigation.

Compensation:

* Annual compensation will include salary ranging from $55,000-63,000 depending on qualifications and experience; medical and dental health benefits; contributions to a retirement plan; paid sick leave; and, paid vacation leave.

Application Process:

* Applications and this job description are available from the Bolinas Fire Protection District office located at 100 Mesa Road, Bolinas, CA 94924 or on the District website, www.BolinasFire.org. Return your application package by email to: job@bolinasfire.org or by US Mail to PO Box 126, Bolinas, CA 94924. *A complete application, resume, and cover letter describing your interest and availability must be received no later than August 31, 2020.*

Selection Process:

* Qualified applicants will be invited to participate in an interview process during the month of September. Due to the Covid-19 pandemic, initial interviews may be conducted by phone or Zoom, however we anticipate conducting in-person interviews with finalist candidates.

|  |
| --- |
| **Equal Employment Opportunity Employer:** The Bolinas Fire Protection District is committed to diversity and invites all qualified people to apply, including persons of color, women, and individuals with disabilities. Upon request, reasonable accommodations may be made for persons with disabilities and for religious reasons, where necessary. If you have questions regarding equal employment opportunities or the position announcement, please contact the District Administrative Office at (415) 868-1566. |