



GENERAL MANAGER Job Specifications

DIVISION:	Finance
FLSA STATUS:	Exempt (Non-Safety)
REPORTS TO:	Fire Chief
SUPERVISION:	The General Manager will be under the general supervision of the Fire Chief. May make assignments and delegate work to support staff.
LOCATION:	Station 55 (Headquarters)
HOURS:	40-hour work week Monday through Friday. May be required to work additional hours as the need arises.

GENERAL SUMMARY

Under limited direction, supervises and manages the activities of the finance department for the district. This is a key management position that exercises a high degree of responsibility and plans, coordinates, and supervises district financial services, programs, projects, functions and activities, including budgeting, grant administration, payroll, purchasing, accounting, and provides highly responsible staff assistance to the Fire Chief while performing other related work as required.

DISTINGUISHING CHARACTERISTICS

The General Manager is responsible for the business functions of the Fire District. The incumbent exercises independent judgment relating to the development, revision, and implementation of various policies and procedures, managing and administering various functions within the Fire District's financial management, contract administration and preparation of departmental payroll documents.

ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

The General Manager performs and oversees a variety of bookkeeping and complex accounting tasks; and performs related work as required. Under the supervision of the Fire Chief, the General Manager is responsible for the posting and maintenance of general ledger and budgetary control accounts of the North Central Fire Protection District. The incumbent shall be responsible for analyzing proposed legislation affecting fire and emergency medical services, revenues, and programs to determine impact on

budget, staff and the organization; ensuring that State, Federal and local rules, regulations, and directions are appropriately interpreted and implemented.

The General Manager shall oversee that billings and invoices for services rendered as received for the Fire District are posted in a legible and accountable manner; prepare and process warrants for billings and invoices in a timely manner; prepare warrants for the Fire Chief's review and signature, or the Fire District Board members on prearranged, scheduled meeting dates and occasionally for emergency situations; keep all books and ledgers in such an accurate manner that yearly audits may be performed by auditors assigned to review and certify the Fire District records each fiscal year; check all invoices for services for accuracy and completeness and bring those questionable to the attention of the Fire Chief.

The General Manager plans, coordinates, and supervises the work of staff engaged in District financial functions including billing, accounting, purchasing, payroll, workers compensation, and related duties.

The incumbent shall be responsible for the planning and preparation of the Fire District's monthly and special public Board Meetings. This includes but not limited to; preparing agendas, transcribing minutes, preparation of Board Resolutions, preparing and distributing Board memorandums and packets, making all required Public Notices as required by the Brown Act, and other governmental regulations.

The General Manager shall keep records of expenditures of fixed assets for the Fire District, both additional and replacement, and for normal maintenance upkeep of facilities, grounds, and equipment. The General Manager shall be completely familiar with the annual budgets for the Fire District.

The General Manager will assist the Fire Chief in identifying expenditures of concern and make necessary recommendations for procedural changes and identifying cost analyses for programs which may enhance the delivery of services

The General Manager will have freedom to make recommendations, update present methods of accountability and posting, and make recommendations for more accurate and easier ways to execute the financial responsibilities of the position.

The General Manager shall assist in the formulation of fiscal operating budgets for the Fire District. This includes the general layout and format of budgets. The incumbent shall prepare monthly expenditure analysis of Fire District expenditure accounts and maintain expenditure history for the Fire Chief and District Board report.

The General Manager shall attend, as may be deemed necessary by the Fire Chief, Fire District Board meetings for the purpose of meeting minutes, and providing financial

informational data at those meetings where the budget is being discussed or presented and prepared.

The General Manager shall review incoming correspondence and other written data delegated or assigned by the Fire Chief and shall prepare replies or other necessary actions back to the Fire Chief. The incumbent shall confer with and provide assistance to appropriate staff officers or line officers in matters of finance, as may be necessary, in the Fire District areas of operation and other fiscal matters.

The General Manager shall provide up to date fiscal analytical information to the Fire Chief and other supervisory personnel; recommend priorities to provide information for budget preparation and evaluate activities and methods to insure performance consistent with the planning, programming and budget system; develop and maintain a system that will facilitate the furnishing of up to date expenditure data for use by administration in determining trends, anticipating needs and problems.

The General Manager performs research on available grants; prepares applications and writes proposals to fund various fire service related activities including community preparedness activities; assists in the implementation of the grants, ensures compliance requirements are met, and establishes outcome reporting measures and documentation; prepares financial and performance reports and may supervise grant-funded staff to ensure the compliance and coordination of services.

The incumbent shall at all times, keep their work area organized, clean and neat; and shall keep office equipment clean and properly maintained.

The General Manager shall produce legible and accurate reports, written, typed, or calculated. He/she may perform various other clerical tasks including typing, filing, processing and maintaining records, composing and editing reports and correspondence.

The General Manager will be expected to maintain a good working relationship with other clerical and staff members; be helpful and cheerful and be willing to perform other duties as required.

The General Manager is expected to have and maintain the ability to perform computer entry and report writing, to type at least 40 words per minute, operate a ten-key adding machine or calculator, take full charge double entry bookkeeping with reconciliation.

Performs related duties as required.

CORE VALUES

Ethics, Integrity and Trust: The employee adheres to an appropriate and effective set of core values during both good and bad times; Is trusted and widely seen as truthful;

Can present the truth in an appropriate and helpful manner; Keeps confidences, admits mistakes, and doesn't misrepresent him/herself for personal gain; Practices what he/she preaches.

Customer Focus: The employee is dedicated to meeting the needs of both internal and external customers; Acts with customers in mind; Establishes and maintains effective relationships with customers, and gains their trust and respect; Gets first-hand customer information and uses it for improvements to services and processes; Maintains compassion and empathy for the community served by NCFPD.

Shared Vision and Purpose: The employee is optimistic and shares a compelling sense of core purpose with the team; Can inspire and motivate others to rally support behind the vision of NCFPD.

Learning and Decision Making: The employee learns quickly when facing new problems and enjoys the challenge of unfamiliar tasks; Analyzes both successes and failures for clues to improvement; Is open to change; Is able to make effective decisions under tight deadlines and pressure.

Informing Others: The employee provides the information people need to know to do their jobs and to feel good about being a member of the team; Provides timely information that allows others to make accurate decisions.

Work/Life Balance: The employee maintains a conscious balance between work and personal life so that one doesn't dominate the other; Has a positive attitude and constructive sense of humor to appropriately ease tension; Encourages others to maintain healthy personal and professional relationships.

PHYSICAL REQUIREMENTS

The physical requirements 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.

	0 – 24%	25 – 49%	50 – 74%	75 – 100%
Seeing: must be able to read a computer screen and paper documents.				X
Hearing: must be able to hear well enough to communicate in person and over the telephone with customers, coworkers, and industry contacts.				X
Talking: must be able to convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.				X
Sitting:				X
Repetitive Motions: must have substantial movements (motions) of the wrists, hands, and/or				X

fingers.				
Fingering/Grasping/Feeling: must be able to write, type, and use phone system.				X
Standing/Walking			X	
Climbing/Stooping/Kneeling		X		
Lifting/Pulling/Pushing	X			

- Walking and/or hiking extended distances through uneven terrain including thick brush will be required occasionally.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 51 pounds.

SAFETY COMPLIANCE

Safety is an integral part of our business and the responsibility for safety extends to every employee. Your responsibility toward safety at the workplace includes, but is not limited to:

Proactive involvement in the District’s Safety Program, including compliance with all rules and regulations.

Use safe work practices while performing all duties.

WORK ENVIRONMENT

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.

The position functions both indoors in a controlled office environment and outdoors with exposure to inclement weather.

The noise level in the work environment is usually moderate.

Local travel is required.

MINIMUM QUALIFICATIONS

Education and/or Experience:

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Finance or related field.

Four years of professional, administrative, operations, budgetary or similar experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis, up to a maximum of two years.

Knowledge of:

Operational characteristics, services and activities of assigned business unit which includes financial management, contract administration, budget development and coordination, and grant analysis.

Modern public administration including current budgetary and fiscal operations and controls.

Principles and practice of program development.

Methods and techniques of data collection, research, and report preparation. Advanced methods and techniques of statistical and financial analysis.

Principles and procedures of financial record keeping and reporting.

Principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline.

Principles and practices of budget preparation and administration. Advanced principles and practices of accounting .

Principles and practices used in grant development and administration. Principles and practices of customer service.

Principles of business letter writing.

Policies and procedures of the assigned department. English usage, spelling, grammar, and punctuation.

Pertinent federal, state and local laws, codes and regulations.

District fiscal systems and procedures.

Modern office methods, procedures and equipment, including MS Word, MS Excel as well as accounting based software programs.

Ability to:

Manage and coordinate business functions which includes financial management, contract administration, budget development and coordination, and grant analysis.

Prepare and administer assigned budget.

Analyze and supervise the systematic compilation of technical and statistical data and prepare reports.

Present ideas, concepts and recommendations clearly and concisely in oral, written and chart form.

Research and analyze issues and problems and prepare recommendations on a variety of issues.

Understand the organization and operation of assigned unit and outside agencies as necessary to assume assigned responsibilities.

Interpret and apply pertinent federal, state and local laws, codes and regulations as well as District policies and procedures.

Research, analyze and evaluate programs, policies and procedures. Collect, evaluate and interpret complex information and data.

Prepare clear and concise administrative and financial reports. Maintain accurate and complete records on programs and operations. Interpret technical information for a variety of audiences.

Independently prepare correspondence and memoranda. Supervise and evaluate the work of support staff.

Operate office equipment including computers and supporting applications. Communicate clearly and concisely, both orally and in writing.

Provide lead direction to others.

Establish and maintain effective work relationships with those contacted in the performance of assigned duties.

Conditions of Employment:

Possession of a valid California Class "C" Driver's License may be required at time of appointment.

This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.

This position requires that the individual pass a live scan background.

This position requires the individual to successfully complete an annual job performance evaluation.

Bilingual abilities preferred to meet community needs or operational needs.

NOTE: The Fire Chief reserves the right to alter the minimum qualifications (MQs) if it becomes necessary to attain a reasonable applicant pool.

Special Requirements:

Vaccinations: If the North Central Fire Protection District declares that vaccination(s) for any declared health hazard is required for the immediate protection of the public peace, health, and safety for the following reasons: According to the Center for Disease Control, and/or the Fresno County Department of Public Health, determines existing conditions pose a significant public health risk. The District must provide a safe and healthy workplace, consistent with public health guidance and legal requirements, to protect its employees and the public as it continues to provide services. All Employees shall have the right to petition for a medical or religious exemption to be evaluated on a case-by-case basis, consistent with District procedures for reasonable accommodation requests. Documentation prescribed by the District shall be required.

Tobacco Product Use: Employees will not smoke, vape (electronic cigarette or similar device), or use any tobacco product while on duty or representing the District. Employees shall sign an agreement acknowledging that they have read and understood these requirements. Said understanding will be maintained in the employee's personnel file and/or the District's software database.

The General Manager is an unclassified position in which the incumbent serves at the will of the District Fire Chief.

ACKNOWLEDGEMENT

I have read and understand and agree to the responsibilities and requirements of the job. I further understand that the duties and responsibilities herein describe the general nature of the job and are subject to change or modification with or without notice by the District as the needs of the District requirements of the job change. My supervisor may add, delete, assign, transfer or alter duties as necessary or deemed appropriate.

Employee Name: _____ Signature _____ Date _____

APPROVED: _____ DATE: _____
FIRE CHIEF

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