

# CRESTED BUTTE FIRE PROTECTION DISTRICT

## JOB DESCRIPTION

March 2018

**POSITION:** District Manager  
**COMPENSATION:** Salaried  
**WORK WEEK:** Monday – Friday, Regular work hours 8:30am – 5:00 pm  
**FLSA STATUS:** Exempt  
**REPORTS TO:** Board of Directors

The District Manager is the chief administrative officer of the Fire District. The primary responsibility is to ensure that operations of the Fire District are in compliance with state statute and Board policy.

The District Manager should strive to create a constructive, positive working environment amongst all employees, departments, and volunteers to achieve the District's mission of a unified team approach to emergency services.

**The District Manager has the authority—with the approval of the Board of Directors—to recommend the hiring and termination of all District employees, including management personnel.**

As an executive manager, the District Manager may need to exceed regular work hours to fulfill job responsibilities.

### MINIMUM REQUIREMENTS AND EDUCATION:

- Bachelor's degree
- 5 years of experience in business management and accounting, preferably within the emergency services field.
- **Extensive experience in both the Fire and EMS fields.**
- Must have demonstrated experience in personnel management.
- Computer literate in word processing, spreadsheets, financial management, and accounting.
- Must have the ability and interpersonal skills necessary to build positive working relationships.
- Possess a valid Colorado driver's license.
- **Experience in maintenance and construction management.**

### ADMINISTRATIVE:

- Prepare monthly reports in standard format to provide financial information and business activity to Board and staff.
- Provide monthly Profit and Loss statements, with prior year to date comparison, to each division manager for their review prior to monthly board meetings.
- Develop proposed policies and procedures; identify areas that need policy decisions.
- Compile and distribute Board meeting documents to all Board of Directors and division Chiefs prior to the monthly Board meeting.

- Maintain a Standard Operating Procedures manual, create and maintain a Personnel Manual.
- Oversee record keeping including; files, minutes, policy book, inventories, insurance, vehicular information, ownership documents, and licensing to satisfy information requirements of management, staff, Board, government, public and financial communities.
- Oversee periodic inventories by division managers to measure loss, verify assets, and to facilitate operations.
- Facilitate meetings by proper notices, arranging space, and providing vital information prior to meetings.
- Manage financial affairs of the District through budgeting, planning, financial control, prompt payment of bills, and sound investments.
- Monitor the laws of the State of Colorado to insure compliance by the CBFPD.
- **Stay informed of offerings provided by the Special District Association such as model policies and procedures, grant programs, laws passed by the State legislature that affect special districts, etc.**
- Support the Board by providing research, documentation, and suggestions.
- Design long-range goals and planning for the District for recommendation to Board.
- Support and motivate staff to create a positive, productive environment; make suggestions, interpret policy.
- Maintain documentation on salary standards for division managers and make annual recommendations to the Board.
- Conduct meetings with the staff on a weekly basis.
- Act as arbitrator with authority in conflict resolution between division managers, staff, and departments.
- Monitor job performance of division managers and make recommendations to the Board. Submit an annual operational evaluation of each employee to the Board. The board will evaluate the District Manager.
- Division Chiefs will report administratively to the District Manager. However, the District Manager does not oversee the Fire Chief's creation of the Incident Procedure Manual, nor actual emergency operations. The Physician Advisor for the EMS Division has exclusive authority to develop patient-care protocols for the EMS Chief. **While the District Manager doesn't have explicit authority for the content of the policies, the Division Chiefs should consult with the District Manager when written policies are being developed.** The District Manager has no direct involvement with the Incident Command System **but should be knowledgeable on how the system operates in order to understand--and work with the Fire and EMS Chiefs to resolve--any issues that arise.**

- Follow District policy, SOP's and Board directives in task completion.
- Follow statutes with regard to public notices.
- Provide at own initiative research needed for planning and goal setting.
- Secure proper licensing for all District operations.
- Administer District elections as required by law.

#### **FINANCIAL:**

- Conducts District accounting using generally accepted accounting procedures, by State statute, and Board instruction to provide financial information to division managers and Board.
- Prepare proposed District annual budget according to statute.
- Prepare accounts receivable / payables as generated by Fire and EMS divisions.
- Contract for and facilitate annual audit by assembling documents, arranging meetings, bids, etc.
- With Board approval, invest District's money in sound investments to maximize value of assets. Report to the Board on status of these investments regularly.
- Supervise and approve unbudgeted expenditures in excess of \$500 per item. Seek Board approval for unbudgeted items of \$1000 or more.
- Working with the divisions, apply for grants & investigate available matching moneys for both Fire and EMS divisions.
- Prompt payment of bills to insure operational continuity

#### **INTERACTION WITH GOVERNMENT AND COMMUNITY**

- Maintain working relationship with other government agencies by correspondence, verbal communication, and image building.

#### **PROFESSIONAL GROWTH**

- Enhance personal professional skills through continuing education.

#### **PROCUREMENT OF EQUIPMENT AND FACILITIES**

- Procure equipment and supplies within budgetary and Board guidelines for the Fire District.

## **SUMMARY**

- To perform any and all duties outlined herein, and any and all duties reasonably associated with these as required for the satisfactory performance for this job or other duties as assigned by the Board of Directors in a timely manner with initiative and self-motivation.