



POQUONNOCK BRIDGE FIRE DISTRICT

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Poquonnock Bridge Fire District Administrator Job Description

JOB SUMMARY

Under the general direction of the Fire Chief, the Poquonnock Bridge Fire District Administrator is the human resource administrator/business and municipal governmental operations manager of the Poquonnock Bridge Fire District and the Poquonnock Bridge Fire Department. Performs varied administrative and secretarial work requiring a working knowledge of the Fire District and Town of Groton ordinances, policies, practices and procedures. Responsibilities include providing general and confidential administrative support to the Fire Chief and Fire District Board of Directors; managing official records and communications; assisting with budgeting and purchasing activities; serves as Clerk to the Board of Directors; as a member of the department's management team, coordinates activities with the general public, other Town, County, Regional, and State departments; supervises assigned staff; attends all Poquonnock Bridge Fire District Board of Director monthly meetings, annual budget workshop meetings, special meetings and other meetings or trainings that the District Board of Directors deem to be in the interest of the district to attend and performs other duties as assigned.

ESSENTIAL FUNCTIONS

Essential and other important responsibilities may include, but are not limited to, the following:

- Works as an essential employee that may be required to be present at his/her office to maintain public safety and operation of the Fire District beyond normal Fire District office hours.
- Plans, organizes, and directs all administrative and governmental activities of the Poquonnock Bridge Fire District, financial reporting, schedules audits, contract management and human resource/personnel management.
- Oversees and participates in the development of the Poquonnock Bridge Fire District budget, forecasting funds for staffing, materials, services and supplies; monitors the approved budget; discusses and resolves budget issues with appropriate staff.
- Oversees payroll, accounts payable, invoice and purchase orders; review monthly expense reports; maintains spending within approved amounts; responsible for the processing/payment of invoices for the Fire District.
- Maintains accurate records of all funds, including grants and district fees.

- Prepares agendas, legal notices and board of director packets; takes accurate minutes of meetings; posts approved minutes of meetings; provides administrative and logistical support to the Board of Directors.
- Prepares and provides complex reports, correspondences, ordinances, and resolutions to the Board of Directors, outside agencies, and the public.
- Coordinates the recruitment and selection of job applicants; review and screen applicants; prepare, coordinate and implement hiring processes with the assistance of department staff; assists with strategies to source qualified and diverse candidates to meet position requirements; ensures compliance with government regulations regarding employment.
- Administer and provide support for employee benefit programs, to include retirement, medical, dental and life insurance; assure benefit programs are administered in compliance with all agreements and relevant regulatory statutes; manage the open enrollment process; assist employees who may have questions or concerns regarding benefit programs.
- Coordinates the administration of workers compensation claims.
- Maintains OSHA accident reports.
- Maintains confidential personnel records for all employees.
- Maintains job descriptions for all current job classifications within the District
- Represents the Fire District to other boards, councils, agencies, community groups and/or the general public; participate in meetings, conferences, workshops, trainings, etc., as assigned.
- In coordination with the Board of Directors, Fire Chief and legal counsel, assists with formulating district's responses to collective bargaining agreement negotiations, union grievances, FOI requests and other legal matters.
- In the absence of the Poquonnock Bridge Fire District Assistant District Administrator, answers telephone calls and greets visitors to ascertain nature of business and provides information or refers to appropriate individual or office.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

High school diploma or high school equivalency diploma. Five years' experience with computer software programs including but not limited to word processing, spreadsheet, accounting (Quick Books), administrative responsibility in a supervisory capacity for a local government agency/special district, thorough knowledge of federal, state and local laws regarding the operations and financial recordkeeping of a municipal government/special district; principles and practices of human resource/personnel management, budget preparation and accounting or any combination of experience and training that would provide the required knowledge and abilities. As an essential employee of the Poquonnock Bridge Fire District shall attend meetings during nontraditional Fire District office hours, perform essential administrative functions to maintain public safety and integrity of the Fire District as required.

Ability to:

Work as an essential employee of the Poquonnock Bridge Fire District required to perform essential administrative functions to maintain public safety and integrity of the Fire District when nonessential employees are excused. Attend meetings during nontraditional Fire District office hours as required. Plan, organize, analyze problems; 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; work with control sensitive and confidential information; estimate and project revenues and expenditures; plan, initiate, and complete work assignments with a minimum of direction; communicate clearly and concisely, both orally and in writing; establish and maintain cooperative-working relationships in a team environment.