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| <b>TOWNSHIP FIRE DEPARTMENT</b><br><b>CHAPTER 1: ADMINISTRATIVE OPERATIONS</b>                           |                                  |
| Part 3: Job Descriptions<br>Subject: Part-Time Office Manager<br>Page 1 of 2<br>Effective Date: 12-01-95 | Section: 1-3-20<br>Revised Date: |

20.01 Purpose. Define the duties of the Part-Time Office Manager.

20.02 Goal. To describe the position of the Part-Time Office Manager.

20.03 Typical Duties and Responsibilities:

- A) The Office Manager shall report to the President of the Board of Directors.
- B) The Office Manager shall take work direction from the Board of Directors, from the President of the Board, the Chief, and the Assistant Chief.
- C) This is not a policy making position. The policy as set by the Board of Directors and initiated by the Officers of TFD is to be effectively fulfilled.
- D) This position involves interaction with the public and must exhibit a professional and courteous presence in all contacts. This person must have a basic understanding of how the Fire Department operates.
- E) This position includes several assignments involving the following: computer literacy; data entering; financial ability - budget work and analysis to effectively work with the public; the Board of Directors, Officers and members of TFD.
- F) Computer capabilities are expected in the areas of: word-processing, databases, spreadsheets, graphics, multimedia, on line communications and various fire department related programs.
- G) Computer data entry from various sources including but not limited to: fire runs, information as submitted by Inspectors, Training, EMS, Haz-Mat, and Investigation personnel
- H) Maintains office in orderly fashion.
- I) Obtain supplies as needed - this may be a directive to the Dispatcher.
- J) Maintain records and submit bills in a timely fashion for such events as highway fires, railroad fires, hazardous materials events and other services performed by Township Fire Department.
- K) Inspect invoices, match to PO's and verify account codes.
- L) Obtain information on routine questions such as insurance contracts or claims, discrepancies in bills received, or general questions from the Board of Directors.

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- M) Assist with preparation for budget work. This would include obtaining valuations of the Towns, making comparisons to previous budgets and compiling data from all these sources for the Board to consider.
- N Provide financial records essential for taxes, billings, deposits and payments, payroll and bank accounts.
- O) Prepare major budget items for submission to bid with various vendors if requested by staff officers.
- P) Discuss computer applications, needs, comments received with the computer consultant, so that they can be addressed with issues brought up by other members, officers and outside agencies such as the Communications Center.
- Q) Generally relieve the Board of Directors from being involved in routine daily operations of the business part of the organization.
- R) Prepare Board meeting agenda after consulting with the Chief, Assistant Chiefs and Board President and mail agendas and pertinent information to the Board and designated TFD officers.
- S) Attend all Board of Directors meetings and record minutes.
- T) Be responsible for advising the Board on changes in Government Regulations.
- U) Prepare monthly calendar of meetings, training and events.

