CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Fire Administrative Manager** **UNION:231**
SG:6
DEPARTMENT: **Fire** **CS:N**
FLSA:N
EEO4CODE:AS

JOB SUMMARY:

Position is responsible for managing and directing the operations and functions of the Fire Administrative Division, participation in short- and long-range planning, as well as supporting multiple divisions within the Fire Department. This position performs complex, sensitive and confidential work including labor relations research and patient confidentiality oversight. The incumbent has considerable latitude in exercising the use of independent judgment to select proper courses of action. Independently manages internal and external agency administrative staff and collaborates with their governance boards, ensuring efficient operations and utilization of personnel. Makes recommendations and decisions about department policy and procedure development and implementation directly related to the Administrative Division. Serves as a member of the Fire Department management team as assigned. Performs confidential personnel functions for the Fire Chief and Assistant Fire Chiefs, including preparation of the fire department budget and financial reports. Position requires a high degree of professionalism, confidentiality, and discretion. Responsibilities include liaison with local, state and federal agencies.

SUPERVISORY RELATIONSHIP:

Reports to the Fire Chief. Works is performed under general guidance and direction and the guidance of Federal and State laws, City regulations, department policies, procedures, and reporting relationships. Manages, directs and coordinates the work of Fire Department administrative staff.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Plans, organizes, directs, and evaluates the operations and functions of the Administrative Division within the Fire Department. Supervises the work of professional, technical or support staff, to include the hiring, training, and evaluation of staff; provides leadership, coaching, and mentoring; participates as a member of the Fire Department management team.

2. Oversees the Ambulance Billing Functions with responsibility for developing policies, authorizing refunds and write-offs, billing and collections. Serves as the Fire Department's Health Insurance Portability and Accountability Act (HIPAA) Compliance/Security/Privacy Officer, ensuring the privacy and confidentiality of patient information and release or disclosure of protected health information.

3. Plans, organizes, evaluates and carries out specific projects that support the implementation of the Fire Department's goals and objectives. Directs, coordinates and reviews the work plan for assigned services and projects. Assigns work, monitors work flow; reviews and evaluates work products, methods and procedures; identifies and resolves problems as needed.

4. Maintains confidential records for the department and is the department expert on the appropriate release of records and information, including the department's personnel records as well as information specific to the department. Responsible for records management systems of significant importance to the department and City. Directs the work of assigned staff to organize, update, maintain, purge and archive databases, files, records and other documents according to guidelines. Directs the collection, research, verification, entry, updating and retrieval of electronic data. Modifies systems and troubleshoots problems as needed. Develops and ensures maintenance of confidential information.

5. Responsible for short and long-range planning to develop goals and objectives for the administrative division of the Fire Department. Analyzes Department Administrative needs and makes recommendations on new programs and training proposals. Defines goals and objectives and makes recommendations to the Chief.

6. Prepares the annual budget for the Division and presents it to the Chief; directs expenditures of Division funds in accordance with budget appropriations as approved by the City Council.

7. Serves as staff representative on various external agency, Citywide and inter-departmental teams and working groups; attends and participates in professional group meetings.

8. Coordinates a variety of administrative activities with those of other divisions and outside agencies and organizations. Independently researches and resolves sensitive and controversial issues. Determines appropriate distribution of functions among Administrative Division staff. May provide administrative direction and staff support for the Whatcom County Fire Chief's, Commissioners, and other agencies as directed by the Fire Chief.

9. Provides information as appropriate to citizens, City departments and other agencies.

ADDITIONAL WORK PERFORMED:

1. May provide administrative support to the Fire Chief and management staff.

2. Performs other related work of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Operational characteristics, services, and activities of Fire Service practices.
- Incident command, NIMS, and modern emergency management principles.
- Management principles and practices including leadership, supervision, problem analysis, independent decision making, planning and organizing, and interpersonal sensitivity.
- City and Department policies and procedures governing work performed as well as a familiarity with City departments and functions.
- Washington State budgeting, accounting and records management system (BARS) and knowledge of medical billing and collections practices.
- State and federal privacy and security requirements related to patient confidentiality.

Skill in:
- Strong oral communication skills including the use of diplomacy and tact,
- Demonstrated independent judgment and decision-making skills.
- High literacy skills, including reading, standard and business English usage, punctuation, spelling, grammar, and letter format. Ability to compose routine correspondence and to proofread and edit the work of others.

Ability to:

- Work cooperatively and collaboratively with staff, citizens, and other governmental departments, tribal government, user agencies, and diverse groups of people.
- Adherence to high ethical standards for conduct of public officials. Maintains confidentiality of financial, personnel and contractual matters.
- Work effectively with and contribute to a management team environment, collaboratively establishing work plans that support department mission and goals.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation and Teamwork and Cooperation
- Physical ability to perform the essential functions of the job, including but not limited to:
  - Correctable visual acuity to read a computer screen and a typeset page;
  - Fine finger dexterity to manipulate computer keyboard and mouse;
  - Lift and move objects weighing up to 35 lbs.

WORKING ENVIRONMENT:

Works extensively at a desk and computer workstation. The work is generally performed in an office environment with frequent visits to/from various fire stations to provide direction and assist staff with problem resolution. May sit or stand for long periods of time. May performs duties outside of normal office hours to respond to Fire Department needs during emergency situations. Moves throughout the facilities while performing duties. Frequently drives motor vehicles to perform duties at multiple sites.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree with major coursework in public administration, business administration, or a related field.
- Four (4) years of recent, progressively responsible municipal or other public sector administrative experience, including two (2) years of supervisory or management experience.
- Three (3) years of experience working in a municipal organization with responsibilities in budgeting and fiscal management of the organization.
- Experience working in any of the following environments preferred;
  - fire and emergency medical systems (EMS),
  - dispatch and radio communications systems,
  - medical billing,
  - emergency management operations.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license and good driving record. A three-year driving abstract must be submitted at time of hire with periodic re-verification required.
- Ability to respond to emergencies and work evenings and weekends when required by special circumstances.
- Ability to successfully complete and maintain National Incident Management System (NIMS) course certifications as required by the department with six months of hire.
- Employment is contingent upon passing criminal convictions and local background check.

PREPARED BY: NF 6/81

REVIEWED BY: _____
Roger Christensen, Chief
Fire Department

REVISED BY: KS 3/87
KH/JG/ML 5/93
MB/LK/Joint Classification Committee
11/02
K. Clift
R. Christensen
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11/13