

Tempe Fire Department Policies and Procedures
Fire Budget/Finance Supervisor
410.02U
Rev 8-15-07

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of complex and highly responsible professional duties involved in the study, planning, development and implementation of the Fire Department's administrative/budget systems, programs, policies, procedures and practices to provide highly complex administrative support to the Fire Chief and Command Staff.

Supervision Received and Exercised:

Receives general direction from the Fire Chief.

Exercises direct supervision over lower level professional, para-professional, and/or administrative assistant staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. For a listing of a specific position's essential job functions, see the recruitment bulletin at time of job opening.

Duties may include, but are not limited to, the following:

- Work closely with the Fire Chief and Command Staff to recommend and implement goals and objectives for special programs, projects, and systems; participate in the Fire Department's short and long-term planning; establish schedules and methods for program operations; supervise the implementation of policies and procedures.
- Supervise and prepare, administer and monitor the Fire Department's operating and capital improvement budgets; supervise/coordinate the budget process; maintain and monitor budget control for the department; prepare and/or approve budgetary transfers as required; prepare cost estimates for budget recommendations and submit justification for budget items; monitor and control expenditures; advise managers and other administrative personnel on budget problems, policies and procedures.
- Participate in the department's strategic planning process and play a major role in other larger scope financial issues such as land acquisition for new fire facilities, generation of revenue and the long range financial health of the Fire Department.
- Provide oversight of the Fire Service Accreditation program which includes coordinating the Self Assessment and Site Visits from Fire Accreditation International representatives. Collect and maintain detailed analysis of operations and functions of the department. Submit yearly reports to the Commission to maintain accreditation status.
- Supervise and perform extensive research for special projects; collect information on operational and administrative problems and perform comprehensive analysis; synthesize information and make recommendations on policy issues; prepare comprehensive administrative, operational and statistical reports or manuals; present issues and recommendations to various committees the Mayor, and/or City Council; supervise and prepare quarterly and annual reports.
- Supervise and review, respond to and resolve a variety of requests or complaints from City employees and/or the general public requiring interpretation of regulations, policies and procedures; research background and confer with management and legal counsel to determine the City's position on the issue; communicate with parties involved; coordinate/implement solutions to resolve problems.
- Act as the Fire Chief or Assistant Fire Chief's representative at meetings; attend, facilitate and speak at conferences and workshops; prepare and give other presentations.
- Create and participate on interdepartmental task forces designed to solve specific problems; speak to community groups regarding City, department or division programs; serve as liaison between citizens and City departments or divisions; respond to press inquiries and may state City's position if authorized to do so.
- Supervise. Prepare and assist others in the preparation of specifications for department or division purchases; make recommendation for bid awards; approve and monitor requisitions for payments and purchases in the department or division.
- Monitor track, coordinate, recommend, investigate and provide assistance related to personnel issues in the department or division including evaluations, promotions, hiring, disciplinary actions, terminations, position classifications and job descriptions; serve as primary Human Resources contract for the department/division.

- Confer with and provide guidance and direction to Fire Chief and other command staff; advise supervisors on the technical and/or administrative management of their operations and inform them on citywide policies and procedures; resolve administrative and technical problems with other staff and employees.
- Perform related duties as required.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of responsible professional administrative or program management experience in a public agency. Some supervisory experience over para-professional and/or administrative staff is desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field. A Master's degree is highly desirable.

Licenses/Certifications:

None