



Job Title	Fire Business Manager
Department	Fire Department
Employment Status	Full-Time
Exempt/Nonexempt Status	Exempt

Scope of Work

This position analyzes, manages and oversees the financial and administrative functions of the Fire Department and provides support to the Fire Chief as needed.

Supervision

Received	Fire Chief
Exercised	Functional supervision of Administrative Assistant

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Administers financial operations of the Department, including budget development and presentation, monitoring expenditures and purchasing, and processing accounts payable.
- Manages Department procurement process.
- Processes payroll including preparation and submission of personnel/payroll actions as required by collective bargaining agreement and calculation of pay adjustments and retroactive pay.
- Maintains financial records and prepares reports as required.
- Supervises the Administrative Assistant in the performance of their duties and provides support as needed.
- Serves as liaison with the Finance Department and Finance Committee.
- Serves on select committees to represent the interests of the Department and to lend technical expertise.
- Conducts policy research on issues affecting the Department and makes recommendations to management; prepares and edits Department management reports for internal and external distribution.
- Compiles data and prepares various reports for agencies such as FEMA, MEMA, the Commonwealth of Massachusetts, MetroFire Hazmat and others.
- Prepares Department's annual report.
- Oversees certain decentralized human resource functions in conjunction with and at the direction of the Town Human Resources Department; coordinates pre-employment process for uniformed Fire

personnel; assists the Fire Chief in recruitment and promotional procedures; prepares requests for filling of vacant positions; provides input into standard operating procedures and the administration of processes involving HR and Finance; administrative oversight of injury-on-duty/111F process for department.

- Assists in Department public relations activities; composes articles on Department events,
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Identifies and initiates state and federal grant proposals; prepares applications and administers grant awards.
- Follows safe work practices.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from a college or university with a Bachelor's Degree in Public Administration or related field, supplemented by at least 4 - 6 years of experience including budgeting and payroll, preferably in a municipal setting.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Department policies and procedures. • Collective bargaining agreements and compensation systems • Municipal budgeting, procurement and grant-writing. • The use of standard office equipment including computers and relevant software programs. • Applicable employment laws
Ability to	• Multi-task and prioritize work. • Maintain confidentiality. • Assign and supervise the work of others. • Work independently with minimal supervision. • Learn various accounting and payroll software applications. • Establish and maintain effective working relationships with supervisors, coworkers, members of various agencies, vendors and the general public.
Skill in	• Oral and written communications. • Organization and attention to detail. • Time management. • Troubleshooting and problem solving.

Necessary Special Requirements

None

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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| <ul style="list-style-type: none">• Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.• While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk, and hear; climb, bend and crouch; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.• The employee is frequently exposed to dust, noise, toxic agents and smoke, and occasionally to heat, cold and odors.• The employee must occasionally lift and/or move up to 20 pounds. |
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Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer