

FIRE ADMINISTRATION DIVISION MANAGER**Definition**

To direct, manage, supervise, and coordinate the programs and activities of the Fire Administration Division within the Fire Division; to coordinate assigned activities with other District divisions, divisions, and outside agencies; to perform advanced-level professional budgeting, grant administration, human resources, payroll, purchasing, and accounting work; to plan, organize, supervise, and review the work of assigned staff; and to provide highly responsible and complex administrative support to the Fire Chief.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Fire Chief. Provides direct and indirect supervision to assigned professional, technical, and clerical staff.

DISTINGUISHING CHARACTERISTICS

The Fire Administration Division Manager is a single-position classification. The incumbent exercises a high degree of responsibility for overseeing all administrative functions within the division. The incumbent is required to possess a thorough understanding of fire protection, fire prevention, and emergency medical services operations, functions and systems, and related laws, codes, and regulations, as well as Fire Division practices, information systems, administrative policies, and reporting practices. The Fire Administration Division Manager is distinguished from District-wide administrative positions as this classification has division-level responsibility for general and specialized fire administrative services programs.

Examples of Duties

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

- Assume division-level responsibility for the services and activities of the Fire Administration Division of the Fire Division, including billing, accounting, purchasing, inspection services, data management, information systems, human resources, and payroll.
- Develop, implement, and monitor goals, objectives, policies, procedures, and priorities for assigned programs.
- Plan, direct, coordinate, and review the work plan for the Fire Administration Division; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Select, train, motivate, and evaluate Fire Administration Division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline when necessary.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative, and support systems; identify opportunities for improvement and review with the Fire Chief.
- Plan, direct, coordinate, and review the work plan for the Fire Administration Division; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Coordinate and direct Fire Division budget preparation and administration; assist with budget needs assessment, cost analysis, and development and implementation of cost control.
- Direct the work of Administration staff and manage the Fire Division selection process, including pre-employment coordination and scheduling of interviews, backgrounds, medical exams, and

AMERICAN CANYON FIRE PROTECTION DISTRICT

JOB DESCRIPTION

200.10
November 2025

psychological exams, as well as communication of results to candidates and issuance of conditional offers of employment.

- Analyze proposed legislation affecting fire and emergency medical services, revenues, and programs to determine the impact on the budget, staffing, and administrative organization; ensure that state, federal, and local rules, regulations, and directions are appropriately interpreted and implemented.
- Represent the Fire Division in dealing with federal, state, and local agencies and other District divisions and officials on fiscal and administrative matters.
- Develop and administer various fire-related contracts for services; identify the needs of the division and District in developing the scope of work, deliverables, and negotiating terms of agreements.
- Coordinate capital projects; act as liaison to various District divisions and outside agencies; assist with capital improvement project development and coordinate project specifications.
- Analyze complex issues in a number of areas relating to division administration, finance, operations, policies, and procedures; prepare written findings and reports; make recommendations; and formulate written policies and procedures.
- Prepare, analyze, and present documents, including a variety of databases, spreadsheets, and reports relating to Fire Division business, including budgets, expenditures, purchasing, and contracting.
- Collaborate with other District divisions, public officials, consultants, and members of the community and explain District policies and procedures.
- Identify, recommend, and prepare cost analyses for programs that may enhance the delivery of services.
- Perform research on available grants; prepare applications and write proposals to fund various fire service-related activities, including community preparedness activities; assist in the implementation of the grants, ensure compliance requirements are met, and establish outcome reporting measures and documentation; prepare financial and performance reports to funders; act as the division's liaison during third-party and funder audits.
- Oversee the development, approve content, and implement quality control of the division's website and social media outlets.
- Oversee and coordinate the division's volunteer program; provide for recruitment, training, orientation, and placement to meet the volunteer needs of the division.
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of planning.
- Respond to and resolve complex administrative matters and citizen inquiries and complaints.
- Perform related duties and responsibilities as required.

Employment Standards

Knowledge of:

- Principles of current public administration, including budget and finance, business statistics, research and analysis, management, and administrative methods, human resources administration, procurement, and grant administration.
- Generally Accepted Accounting Principles (GAAP).
- Fire protection, fire prevention, and emergency medical services operations, functions, and systems.

AMERICAN CANYON FIRE PROTECTION DISTRICT

JOB DESCRIPTION

200.10
November 2025

- Designated fire-specific technological systems, including fire incident data management and electronic patient care reporting systems, comprehensive fire service and shift scheduling systems with payroll interface, and web-based fire policy and procedural systems.
- Pertinent local, state, and federal laws, codes, and ordinances, District policies, rules, and regulations.
- Program and budget development, implementation, administration, and evaluation.
- Principles and practices of supervision, training, and personnel management.
- Principles, practices, and methods of recruitment and selection.
- Principles and practices of effective media relations, community relations, communications, and information presentation programs.
- Methods and techniques of scheduling and prioritizing work assignments.
- Principles and practices of program administration and advanced project management and workflow analysis.
- Advanced research techniques, sources, and availability of information and methods of report presentation, and methods and techniques of advanced statistical and fiscal analysis.
- Contract negotiation and administration, grant writing and administration.
- Equipment used in modern offices including computers and software, especially as related to spreadsheets, databases, and word processing.
- Techniques and principles of effective interpersonal communication.

Ability to:

- Manage, direct, and coordinate the work of professional and technical personnel.
- Select, supervise, train, and evaluate staff.
- Provide administrative and professional leadership and direction for the Fire Administration Division.
- Recommend and implement goals, objectives, and practices for providing effective and efficient planning services.
- Prepare and administer large and complex budgets.
- Design and implement social media strategy and guidelines that align with the division's goals.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Perform complex and varied assignments with considerable independence, initiative, and judgment.
- Interpret and apply federal, state, and local policies, procedures, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

AMERICAN CANYON FIRE PROTECTION DISTRICT

JOB DESCRIPTION

200.10
November 2025

Minimum Qualifications

Experience:

Five (5) years of professional administrative and management experience, which must include budget development, contract administration, and financial operations, including two (2) years of public sector fire administration and supervisory experience, are required.

Education:

A Bachelor's degree from an accredited college or university with major coursework in accounting, public administration, business administration, or related field is required.

Note:

Additional qualifying experience may substitute for the education on a year- for-year basis for up to two years of education, provided that it was a public safety agency or a California special district.

Supplemental Information

License Requirement:

Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work may include prolonged sitting, as well as light to moderate lifting, reaching, stooping, pulling, pushing, manual dexterity, clear speech, and visual and hearing acuity. Transporting files, paper, and documents weighing up to 25 pounds is also required.

Other Requirements:

The position may require evening or weekend work with some regularity. The Fire Chief shall determine the actual work schedule based on the needs of the District.

FLSA Overtime Status: Exempt

Labor Unit: Unrepresented