



## IMMOKALEE FIRE CONTROL DISTRICT

### JOB DESCRIPTION

**Job Title: Deputy Chief**

**Department: Administration**

**FLSA STATUS: Exempt**

#### **POSITION SUMMARY**

The Deputy Chief serves as the second-in-command of the District only to the Fire Chief. The Deputy Chief reports to the Fire Chief and oversees operational, managerial, and support functions of the District.

#### **SUPERVISORY RESPONSIBILITIES**

Oversees all employees, with the exception of the Fire Chief, responsible for interviewing, hiring, planning, assigning, and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

Handles discipline of employees in accordance with all applicable State laws and District policies.

#### **ESSENTIAL FUNCTIONS**

*The Essential Functions contained within this Position Description are representative of the required responsibilities for the position, and may not include all responsibilities. The omission of specific statements of duties does not exclude them from the position's responsibilities if the work is similar, related or a logical assignment for this position. Other duties may be required as assigned.*

#### Leadership

- Plan, lead, direct, develop, and coordinate the District's policies, activities, and staff, ensuring legal compliance and implementing the District's mission. The Deputy Chief acts in the absence
- of the Fire Chief as the District's interim authority.
- Acts as liaison between all personnel and the Fire Chief.
- Will temporarily assume duties associated with the position of any vacancy of a direct report.
- May be required to prepare agenda items and supporting material for District meetings.

### Personnel Management

- Makes recommendations to the Fire Chief, regarding selection and hire, evaluations of performance, promotions, and disciplinary actions up to and including termination.
- Effectively communicates directives, policies, and procedures to all staff.
- The Fire Chief can direct the Deputy Chief to be the lead negotiator for labor relations, exercising authority on behalf of the Fire Chief to issue grievance resolves, negotiate materials, conduct labor-management relations, issue opinions to the union on behalf of the District, schedules public meetings and proceedings, etc.; all of which are subject to the review and signature of the Fire Chief.
- Reviews and approves all reports generated by subordinates.

### Administration

- Responsible for development, organization, direction and administration of programs for the District and ensures successful performance and achievement of the programs' objectives.
- Consults and advises with assigned Division/Department Heads to ensure they have all the resources necessary to fulfill their responsibilities for the District.
- Assist with the Fire District's accreditation process of attainment, compliance, and renewal.

### Strategic Planning and Growth

- Assists the Fire Chief in strategic planning and District growth which may include, but is not limited to:
  - Design, planning and construction of new facilities; and
  - Analyzing and evaluating reports and statistics to ascertain trends, patterns and needs of the District and allocating resources accordingly to meet the changing needs of the District.
- Attends and participates in educational opportunities, conferences and seminars increasing knowledge of technological advancements in emergency operations and applying such knowledge to strategic growth and planning.

### Fiscal Responsibility

- Assist in the preparation and administration of the approved District budget.
- Assist in the research, development, management, and administration of District grants.

### Policy and Procedure

- Responsible for the development and implementation of District's policies, rules, techniques, and procedures.
- Maintains and enforces rules and procedures of the District.
- Stays current and knowledgeable of laws and regulations relating to Independent Special Fire Districts.

### Additional Functions

- Represents the District at various civic, community, or government meetings.
- Must maintain all required certifications and Licensures.
- Takes command of fire and emergency scenes as warranted.

### Competencies

- **Communication:** Requires the ability to communicate effectively in both written and verbal formats.
- **Critical Thinking:** Under the general direction of the Fire Chief, requires the exercise of independent judgment in decision making, delegation, initiative, and leadership in coordinating daily operations, short and long-term planning.
- **Effectiveness:** Performance evaluation will be made based on work performance, attainment of objectives, review of activities, written and oral reports and through periodic conferences with the Fire Chief.

## **REQUIREMENTS**

### Minimum Requirements

- Ten (15) years progressively responsible full-time, paid professional experience with a full-service Fire Department, including five (5) years of managerial experience serving as a full-time paid professional Fire Officer.
- Must possess an Associate's Degree from an accredited college or university with a major in any of the following: Fire Administration, Public Administration, Business Administration, Management, Executive Management, Fire and Emergency Services Management or a related field.
- Must meet the requirements of F.S. 633
- Must possess Florida Association of Special Districts Certified District Manager Certificate
- Must possess Florida Fire Chief's Association's Emergency Service Leadership Institute courses
- Must possess and maintain a valid Florida Emergency Medical Technician.
- Must possess and maintain a valid Florida class "E" driver's license.
- All candidates must have the ability to perform prolonged physical activity under hazardous conditions.
- The selected candidate must pass the entrance physical by the Fire District's physician

## Preferred Requirements

- Twenty (20) years of progressively responsible full-time, paid professional experience with a full-service Fire Department, including eight (8) years of managerial experience serving as a full-time paid professional Fire Officer.
- Possess a Bachelor's Degree from an accredited college or university with a major in any one of the following: Fire Administration, Public Administration, Business Administration, Management, Executive Management, Fire and Emergency Services Management or a related field.
- Possess a valid Florida Fire Inspector I or II certification.
- Possess a valid Florida Fire Investigator I or II certification.
- Possess a valid Florida Fire Instructor I, II or III certification.
- Possess a valid Florida Paramedic license.
- Completed Florida Fire Chief's Association's Emergency Service Leadership Institute courses
- Completed National Fire Academy Executive Fire Officer program

## **PERFORMANCE APTITUDES**

### Data Utilization

Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

### Human Interaction

Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

### Equipment, Machinery, Tools, and Materials Utilization

Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

### Verbal Aptitude

Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

### Mathematical Aptitude

Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

### Functional Reasoning

Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning

Requires the ability to exercise judgment, decisiveness, and creativity in critical and/or unexpected situations involving moderate risk to the organization.

**ADA COMPLIANCE**

*Immokalee Fire Control District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Fire District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

Physical Ability

Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Sensory Requirements

Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, water hazards, bright/dim light, toxic agents, disease, pathogenic substances, or animal/wildlife attacks.

**ACCEPTANCE**

I hereby certify that I have read and understand the above job description.

\_\_\_\_\_  
Deputy Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Date

IMMOKALEE FIRE CONTROL DISTRICT

JOB DESCRIPTION

**Job Title: Chief Financial Officer**

**Department: Administration**

**FLSA STATUS: Exempt**

**GENERAL FUNCTIONS:**

- Responsible professional managerial position involved in assisting the Fire Chief in the development, implementation, management and reporting of the District's financial, budgeting and administrative operations.
- This position has the responsibility for the effective and efficient management of the assigned Division.
- Activities include planning, coordinating, and managing District programs; performing community and public relations activities; performing budgeting and purchasing functions; deploying, assigning, supervising, counseling, disciplining, and directing all personnel under his/her command, as well as the responsibility for District financial needs and policy;
- The work requires the ability to communicate effectively in both written and verbal formats.
- The work is performed under the general direction of the Fire Chief and requires the exercise of independent judgment in decision making, delegation, initiative and leadership in coordinating daily financial and administrative operations, and short and long term planning.
- This position serves as an advisor to the Fire Chief and Board of Fire Commissioners regarding all budget and financial related issues, and supports a wide range of administrative functions for the District.
- A written evaluation will be made based on work performance, attainment of objectives, review of activities, written, and oral reports and through periodic conferences with supervisor.

**REPORTING RESPONSIBILITIES:** Fire Chief

**SUPERVISORY RESPONSIBILITIES:**

- Deputy Chief of Finance and as Assigned

## **REQUIREMENTS:**

### **Experience**

#### **Required:**

Minimum of fifteen years' experience performing professional financial and administrative work which provides the requisite knowledge, skills, and abilities for this job.

#### **Preferred:**

Experience related to or working with Emergency Service fields.

### **Education**

#### **Required:**

Must possess a Bachelor's Degree from an accredited college or university with a major in any of the following: Finance/Accounting, Fire Administration, Public Administration, Business Administration, Management, Executive Management, Fire and Emergency Services Management or a related field.

#### **Preferred:**

A Master's degree from an accredited college or university with a major in any of the following: Finance/Accounting, Business Administration, Public Administration, Management, Executive Management, Fire and Emergency Services Management or a related field.

### **Florida State Certifications/Licenses**

#### **Required:**

- Must possess and maintain a valid Florida class "D" driver's license.
- Must complete District background checks.

#### **Preferred**

- Certified District Manager
- Certified Public Accountant

## **DISTINGUISHING RESPONSIBILITIES:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.*

- Assists the Fire Chief in the development and implementation of financial and budgetary plans, goals, and objectives for the District.



- Assists in District program planning activities; delegates responsibility to assigned resource components, monitors, and coordinates activities to ensure successful performance and achievement of objectives.
- Assists the Fire Chief in the development and implementation of District policy, rules, techniques, and procedures. Recommends new and modifications to existing policies and procedures. Ensures adherence to District policies and procedures and state regulations which govern the District's finances. Reviews and evaluates District financial and budgetary operations, policies, and procedures.
- Assists the Fire Chief as a liaison for the District to other fire districts, and city, county, state, and federal agencies.
- Review reports of his/her subordinates and either approves or disapproves them.
- Assists the Fire Chief in managing fiscal accountability for all District functions.
- Analyzes and evaluates District reports and statistics to ascertain trends, patterns, and needs; recommends changes to meet District needs.
- Reports to the Fire Chief concerning District activities and operations.
- Assists the Fire Chief in managing fiscal accountability for all District functions.
- Assists the Fire Chief in the preparation and process of collective bargaining negotiations and in the administration of all labor agreements.
- Participates in the Strategic Planning Process.
- In the absence of any reporting subordinate, assumes or designates responsibility of the Distinguishing Responsibilities assigned to that reporting subordinate.
- Reports to the Fire Chief concerning Capitol Projects, Construction and Contract Management, and Compliance Standards.

**ADDITIONAL FUNCTIONS:**

- Directs and provides guidance and consultation regarding budget requests; presents budget recommendations to the Fire Chief and Board of Fire Commissioners. Prepares, and/or collects comprehensive information for use in the creation of the District Budget.

- Performs research, data collection, analysis, and synthesis of information used to develop the District budgets, including the use of historical information, capital improvement projects, pending programs, and forecasts of future expenditures and revenues.
- Supervises the preparation of information through research and calculations, such as salary and benefit spreadsheets. Analyzes and recommends departmental funding levels. Schedules and conducts public hearings related to the adoption of the budget.
- Provides training, guidance and consultation regarding budget requests and budget submissions with District Officers.
- Manages the administration, amendment, and execution of the adopted budget. Prepares annual budget book in accordance with applicable standards and regulations; reconciles the accounting system to the approved budget. Establishes, implements, and monitors measures that reflect the status and performance; monitors expenditures and revenues; monitors performance measures and reviews, approves, and controls budget amendments to ensure compliance with appropriation limits, financial policies, program goals and objectives. Approves the creation of new budgetary accounts. Performs research on budget operations and transactions;
- Performs operational research, productivity analyses and management studies: Develops recommendations for changes in District financial policies and procedures.
- Serves as advisor to the Fire Chief and the Board of Fire Commissioners, managers, and administrators regarding all budget and financial issues. Prepares and/or reviews reports, executive summaries, resolutions, and presentations for the Fire Chief and Fire Commissioners. Responds to questions, complaints and requests for information pertaining to the budget and financial issues. Represents the District before elected officials, professional, and community leaders, the media, and the general public.
- Plans, organizes, and administers the District's Insurance Programs; Health and Dental Insurance; Worker's Compensation; Property and Casualty.
- Review worker's compensation, disability and liability claims and make recommendations on proper actions to be taken.
- Assist the Fire Chief in recommending changes in District policies pertaining to insurance levels and insurance coverage.
- Supervises preparation of reports and analyses for annual audit. Acts as liaison to District auditor and legal counsel as necessary. Directs implementation of provisions of Governmental Accounting Standards Board and ensures District compliance thereto.

- Issues memos as needed regarding District matters.
- Performs other job related tasks as assigned by the Fire Chief.
- Reviews and adjusts the general ledger; effects all journal entries; reviews reconciliations of balance sheets monthly. Supervises entry of critical database information into the accounting, finance, or payroll system.
- Reviews and approves all check runs for accounting or payroll; ensuring accurate printing, signing and distribution. Reviews and supervises general ledger journal entries for all payroll voids, manual checks and benefit corrections. Approves and submits payroll tax deposits. Communicates with employees resolving variances on payroll issues.
- Prepares and processes bank transfers via internet.
- Receives reviews and processes emergency purchase orders. Prepares and maintains required documentation.
- Designated as District liaison with auditor throughout the year. Schedules audit and ensures all reports are prepared and accurate for audit field work. Directs audit preparation and provides annual audit reports.
- Directs preparation of fixed asset listing for all capital items. Provides supervision and guidance to Logistic Officer relating to the physical inventory of the District's fixed assets.

#### **PERFORMANCE APTITUDES:**

**Data Utilization:** Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

**Human Interaction:** Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize consulting and advisory data and information, as well as a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include

ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

**ADA COMPLIANCE:**

**Physical Ability:** Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, depth and visual cues or signals. Some tasks require the ability to communicate orally.

**ACCEPTANCE:**

I hereby certify that I have read and understand the above job description.

\_\_\_\_\_  
Chief Financial Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Date

## ATTACHMENT 3

### IMMOKALEE FIRE CONTROL DISTRICT

#### JOB DESCRIPTION

**Job Title: Deputy Director of Finance**

**Department: Administration**

**FLSA STATUS: Exempt**

**GENERAL FUNCTIONS:**

- The purpose of this classification is to assist the Chief Financial Officer in the development, implementation and reporting of the District's financial and budgeting operations.
- This position is responsible for collecting, synthesizing and disseminating a wide variety of short- and long-term budget and financial information.
- Duties include the production of timely and accurate monthly, quarterly and annual reports and schedules, and providing support for maintaining compliance with internal and external financial and accounting policies, procedures and audit requirements.
- Duties are performed in accordance with state and federal regulatory requirements, under minimum supervision.
- Performs duties at the District Headquarters, as well as remote locations throughout the Fire District and Community at large.
- This position is typically assigned a forty (40) hour work week, but is subject to recall off-duty when urgent operational, administrative or other emergencies arise, or as directed by the Fire Chief or designee.

**REPORTING RESPONSIBILITIES: Chief Financial Officer**

**SUPERVISORY RESPONSIBILITIES:**

- As assigned

**REQUIREMENTS:**

Minimum Requirements:

Bachelor's degree in finance, accounting, business administration, or a closely related field; supplemented by five years of performing professional financial and administrative work; or

## ATTACHMENT 3

an equivalent combination of education and training which provides the requisite knowledge, skills, and abilities for this job.

### Preferred Requirements:

Financial experience with fire district or local government agency.

### **DISTINGUISHING RESPONSIBILITIES:**

*The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification. Other duties may be required and assigned.*

- Assists the Chief Financial Officer in the development and implementation of financial and budgetary plans, goals and objectives for the District.
- Recommends new and modifications to existing policies and procedures.
- Ensures adherence to District Policies and procedures and state regulations which govern the District's finances.
- Prepares and/or collects comprehensive information for use in the creation of the District Budget. Performs research, data collection, analysis and synthesis of information used to develop the District budgets, including the use of historical information, capital improvement projects, pending programs, and forecasts of future expenditures and revenues.
- Assists with the administration, amendment and execution of the adopted budget. Prepares annual budget book in accordance with applicable standards and regulations.
- Monitors expenditures and revenues. Assists with the establishment and implementation of measures that reflect the status and performance of District's finances.
- Assists with operational research, productivity analyses and management studies.
- Responds to questions, complaints and request for information pertaining to the budget and financial issues.
- Performs financial reviews and analyses for the District; compiles and evaluates data and cost histories.
- Reviews internal and external billing activities and financial statements.
- Performs monthly close out procedures.
- Prepares reports and analyses for annual audit. Assists with implementation of Governmental Accounting Standards Board and District compliance thereto.

### **DISTINGUISHING FUNCTIONS:**

- Reviews and adjust the general ledger, effects journal entries, reviews reconciliations.
- Receives and reviews all procurement requests and ensures completeness and accuracy of purchase requests and purchase orders, including appropriate

## ATTACHMENT 3

- authorization and supporting documentation.
- Assists with entry of critical database information into the accounting, finance or payroll system.
  - Notifies Logistics Officer when fixed assets are received to ensure timely tagging and tracking of asset; effects monthly addition of fixed assets to master fixed asset list.
  - Directs preparation of fixed asset listing for all capital items; provides supervision and guidance to Logistics Officer relating to the physical inventory of the District's fixed assets.
  - Assists in document production for public records requests.
  - In the absence of subordinate positions, performs daily functions, including processing payroll, accounts payable and bank reconciliations.
  - Responds when needed to emergent situations to assist other staff members and the Fire District.

### PERFORMANCE APTITUDES:

**Data Utilization:** Requires the ability to coordinate, manage and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy. Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels. Requires the ability to apply principles of persuasion and/or influence over others and to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize consulting and advisory data and information, as well as a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

### ATTACHMENT 3

**Functional Reasoning:** Requires the ability to apply principles of logical or scientific thinking to implement both intellectual and practical relationships. Involves responsibility for consideration and analysis of complex organizational problems of major financial functions. Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

#### ADA COMPLIANCE:

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*North Collier Fire Control and Rescue District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

#### ACCEPTANCE:

I hereby certify that I have read and understand the above job description.

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Deputy Director of Finance

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Date

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Fire Chief

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Date