

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE: FIRE ADMINISTRATOR**

**DEPARTMENT: FIRE**

**BASIC FUNCTION:**

Under administrative direction, to manage, supervise and coordinate activities and operations of the Fire Department Administrative Services Division; to lead and perform complex analyses and research involving administrative policies, financial systems, statistical research, and departmental programs and activities; and to provide responsible, technical, and administrative support to the Command Staff including the Fire Chief, Assistant Fire Chief, Division Chiefs and Battalion Chiefs.

**DISTINGUISHING CHARACTERISTICS:**

The single increment job classification is the top-level administrator position leading the Administrative Services Division and supporting the Command Staff. The position is responsible for directing administrative activities and exercising direct and indirect supervision of department administrative staff. It is distinguished from a Fire Battalion Chief by designation as a non-sworn position.

**KEY RESPONSIBILITIES:**

Responsible for services and activities of the Administrative Services Division within the Fire Department; develop and implement goals, objectives, policies, and priorities; strategically plan projects and programs; monitor workloads and assess performance; recommend and implement changes; facilitate division meetings.

Select, evaluate, and motivate administrative personnel; provide and coordinate training opportunities; work with employees to correct deficiencies; implement discipline and termination procedures.

Conduct policy and fiscal-related analytical studies and reports involving the evaluation of department operations and service programs.

Compose comprehensive, concise, and effective reports on complex matters to diverse technical and non-technical audiences.

Plan, prepare, and coordinate annual operating budget; provide ongoing budget analysis, monitoring, and recommendations; conduct budget staff meetings, workshops, and trainings.

Oversee financial and procurement activities including revenue, expenses, accounts payable, purchase orders, credit cards, billings, travel logs, assets, and payroll.

Administer various fire-related contracts; prepare request for proposals; aid in bid analysis; negotiate contract terms; draft scope of services, assure compliance with city, state, and federal regulations.

Coordinate reimbursement under the California Fire and Rescue Mutual Aid System; submit invoices and monitor reimbursement claims; reconcile revenue and expenditures; calculate annual Cal OES salary and administrative reimbursement rates.

Research grant funding opportunities and facilitate State Homeland Security Grant programs.

Supervise Ground Emergency Medical Transportation supplemental reimbursement programs.

Compose, review, and route City Council staff report documents for completeness, accuracy and consistency with city and department policies.

Pursue and manage accreditation via the Center for Public Safety Excellence.

Collaborate on policies, guidelines, and procedures as member of Senior Leadership Team.

Ensure compliance with city and departmental policies and pertinent laws, rules, and regulations.

Respond to sensitive and difficult public inquires, complaints, and requests for information; meet with community members, business owners, and public to resolve issues.

Provide responsible staff assistance to Command Staff including Fire Chief, Assistant Fire Chief, Division Chiefs and Battalion Chiefs.

Perform related duties as assigned.

**Knowledge of:**

- Operational characteristics, services, and activities of a municipal fire department.
- Modern methods and techniques of fire department administration.
- Service delivery issues related to fire and emergency medical service.
- Ambulance transport reimbursement programs.
- Principals, practices, and methods of governmental administration.
- Pertinent federal, state, and local laws, codes, and regulations.
- Supervision, training, development, and performance management of staff.
- Budget preparation and administration principles and practices.
- Financial, statistical, and comparative analysis methods.
- Contract negotiation and administration.
- Mutual Aid System and reimbursement requirements.

- Grant application, requirements, and reporting practices.
- Research and report writing techniques.
- Project management methods and practices.
- Modern office practices, procedures, methods, and equipment.

**Abilities:**

- Assist in the management and administration of a municipal fire department.
- Use independent judgement in exercising responsibilities.
- Conduct studies, analyze data, draw sound conclusions, and make recommendations.
- Analyze problems, identify alternative solutions, and recommend effective solutions.
- Communicate clearly and concisely, both orally and in writing.
- Prepare clear and concise administrative and financial reports.
- Facilitate operating and capital budgets.
- Select, supervise, train, coordinate, and evaluate personnel.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Operate office equipment including computers, spreadsheets, and database applications.

**EXPERIENCE AND EDUCATION:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Five years of professional administrative, supervisory, and/or management experience including budget development, financial operations, contract administration, and team leadership. Management experience in public government and fire department administration is highly desirable.

**Education:** A bachelor’s degree from an accredited college or university with major course work in public policy, business administration, economics, or related field is required. A master’s degree in public or business administration is highly desirable.

**License/Certificate:** Possession of a valid California Driver’s License

**ENVIRONMENTAL CONDITIONS AND PHYSICAL REQUIREMENTS:**

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under deadlines; and interact with staff, Council members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Employee may be required to travel to city work sites or other sites for meetings.

This is an at-will unrepresented classification.

DATE APPROVED: January 29, 2024