

DEPUTY DIRECTOR - FIRE AND MEDICAL DEPARTMENT

JOB DESCRIPTION

Classification Responsibilities: The Deputy Director – Fire and Medical Department is a professional, civilian classification that supervises, leads, and directs the activities of one or more units in the Mesa Fire and Medical Department, including the Fire Management Services area which involves the budgeting and fiscal management for the Department’s budget and management of the Department’s public safety bond funds, managing the financial aspects of the Department’s grants and contracts, serving as the Department’s primary representative for financial related matters and meetings including budget presentations and related meetings, and supervising both professional and paraprofessional staff.

The Deputy Director is also responsible for the Fire Maintenance and Resource Management service areas which involves overseeing the maintenance and repair of all Department apparatus, vehicles, and related equipment, and the associated budget; overseeing the warehousing, purchasing, uniform and protective clothing programs, and facilities maintenance coordination for the Department, and the associated budget; and supervising the Fire Maintenance and Resource Management Superintendent, who then directly manages these service areas and the equipment maintenance and administrative staff. The Deputy Director is also responsible for the Department’s Capital Improvement Projects which involves coordinating the CIP projects with Fire Senior Staff and the Budget, Engineering, and Facilities Departments; participating in Public Safety CIP meetings with the Assistant City Manager and Police Department representatives; and supervising civilian/sworn staff assigned to participate in CIP construction related meetings and track/monitor the projects to completion.

As a member of Fire Senior Staff, the Deputy Director participates in the Department’s Labor Management Team and the Department’s participation in the national accreditation process, and serves as a representative of the Fire Chief for Council Agenda Review meetings and City Council meetings regarding both financial and operational matters for the Fire Department. The Deputy Director and Fire Chief meet with the Assistant City Manager to discuss both financial and operational matters for the Department. The Deputy Director also completes special projects and administrative work as assigned by the Fire Chief, and performs related duties as required.

Distinguishing Features: The Deputy Director – Fire and Medical Department may be assigned to manage any service area within the Department, except Public Safety Services/Operations which has oversight of the fire battalions that provide fire and medical emergency services. The Deputy Director reports to the Fire Chief who reviews work through meetings, conferences, and overall results achieved; and is a member of the Department’s Senior Staff with the three Assistant Chiefs and the Department’s designated public information officer. This classification has been designated as a non-classified, non-merit system, at-will position. This class is FLSA exempt – executive.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City’s shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from an accredited college or university with a Master's Degree in Public Administration, Business Administration, or closely related field and extensive (5+ years) professional-level budget/financial experience preparing and monitoring budgets, analyzing and reporting financial data, and preparing and presenting financial recommendations to management; **OR** graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, or closely related field and 7+ professional-level experience preparing and monitoring budgets, analyzing and reporting financial data, and preparing and presenting financial recommendations to management.

Special Requirements. Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Municipal government financial experience is preferred, and financial experience in public safety is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Establishes effective working relationships and communicates with Mesa Fire and Medical Department managers and employees, other City managers and employees, public officials, partner agencies, contractors, vendors, and the general public to perform fiscal management work and other administrative assignments. Serves as liaison with the City's Financial Services, Office of Management and Budget, City Auditor, City Manager's Office, and City Council. Serves as audit liaison to outside agencies for major emergencies. Instructs and/or trains subordinates and Mesa Fire and Medical Department managers regarding budget and financial practices. Prepares written documents (policies, procedures, reports, etc.) with clearly organized thoughts and using the proper sentence construction, punctuation, and grammar. Serves as a representative of the Fire Chief for Council Agenda Review meetings and City Council meetings regarding both financial and operational matters for the Mesa Fire and Medical Department.

Manual/Physical: Reviews the work products of others to ensure compliance with City/Department policies/expectations, standard operating procedures, best practices, industry standards, financial/accounting guidelines, and contract/grant requirements. Operates a computer and variety of standard office equipment to enter data or information or perform calculations and produce reports. Prepares and/or updates schedules, graphs, and similar charts. Operates a standard motor vehicle to represent the Department at various meetings, events, etc., which may include responding to emergency scenes to provide administrative support/guidance. Meets scheduling and attendance requirements.

Mental: Plans, organizes, and/or directs the financial/budget activities of the Mesa Fire and Medical Department. Supervises and evaluates the work of subordinate personnel performing financial/budget and fire maintenance/resource management related work. Prioritizes own work and assigns work to personnel. Resolves procedural, operational, and/or other work-related issues related to fiscal/budget and fire maintenance/resource management areas. Coordinates financial, budget, and purchasing activities with Fire and Medical Department employees and other City departments. Develops departmental financial, budget, and purchasing policies and procedures. Manages the department accounting structure. Serves as fiscal manager for all applications in the financial system. Conducts

research, performs mathematical calculations and financial/cost analysis, and/or analyzes data to make recommendations and/or decisions related to financial/budget activities. Coordinates the development of and prepares the department annual budget and forecast. Completes the fees and charges update. Reviews and approves financial related transactions and documents. Compiles and analyzes monthly expenditures. Manages the financial/revenue aspects of grants and contracts, and the reimbursement for services. Reviews grant proposal drafts before submission. Manages donations and special revenue accounts. Reviews and directs the development of the department's section of the Budget Book. Comprehends and makes inferences from written material from Mesa Fire and Medical Department staff members and City budgeting personnel in order to make revenue and expense projections. Oversees the department's decentralized purchasing structure, and functions as the coordinator/liaison with purchasing. Coordinates and approves department requests for formal bids (for items greater than \$10,000). Oversees data collection and determination of financial impact of a major emergency. Conducts or reviews and directs financial studies. Reviews and approves Mesa Fire and Medical Department personnel requisitions. Develops performance measurement tools for fire operations, and manages the financial performance standards for accreditation.

Knowledge/Skill/Abilities:

Knowledge of:

generally accepted accounting principles;
the general principles and practices of municipal accounting and budgeting;
cost accounting procedures and practices, and their relationships to program budgeting;
research methods and techniques as applied to financial analysis and planning;
economic analysis principles applicable to the budget process;
procedures, methods, and forms associated with automated accounting systems;
statistical analysis principles and methods applicable to the budgeting process;
state and federal grants and funding sources;
governmental and service contract requirements;
personal computer software for spreadsheet and database applications;
capital improvement project principles; and
the principles of supervision.

Skill in planning, organizing, and coordinating the timely completion of department financial planning and budgeting activities.

Ability to:

apply generally accepted accounting principles and theory in performing work assignments;
maintain concentration on detailed information over an extended period of time when accuracy and speed are important;
communicate effectively, and coordinate with other personnel involved in financial, budget, or grant-related projects or issues; and
establish and maintain effective working relationships with coworkers, management, sworn personnel, employees of other departments and agencies, and public officials.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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EEO-Prof

JOB FCTN-ADM

INCREMENTS 43-200

PAY GRADE: 59

IND-8810

SWORN-No