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## Job Specification

### **FIRE DISTRICT ADMINISTRATOR**

#### **UNCLASSIFIED**

**N.J.S.A. 11A:3-5(u)**

**N.J.S.A. 40A:14-70 et seq. N.J.A.C. 4A:3-1.3 (a)5**

#### **DEFINITION:**

Under direction of the Board of Fire Commissioners, acts as chief administrative officer of a fire district; does other related duties.

**NOTE:** Fire Districts operating with all-volunteer fire forces should utilize the title Director of Fire Services (08054)

**NOTE:** Fire suppression and/or other emergency response are specifically excluded from the above related duties, as these shall fall under the direct supervision of the Chief Fire Officer or other designated official.

**NOTE:** A Fire District Administrator who is also a member of an emergency response organization within the Fire District may participate in fire suppression and/or other emergency response activities; as well as other activities of that organization in a volunteer capacity. The above-mentioned participation is subject to the orders and supervision of the Chief Fire Officer and/or other superior officers of the organization. In the event a Fire District Administrator shall be chosen as the Chief Fire Officer or other superior officer of such a volunteer organization, any fire suppression and/or other emergency response activity engaged in shall not be construed as performing duties under this title.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### **EXAMPLES OF WORK:**

Acts as agent of the board of commissioners in the administration of fire district affairs, integrates and coordinates activities related to purchasing, personnel and budget.

Supervises and assists in the preparation of the budget and

administers budgetary controls.

Advises the board of commissioners on policy matters.

Supervises administrative matters in the fire district.

Prepares agenda and meets with the board of commissioners.

Monitors actions of the board of commissioners.

Acts as liaison between the board of commissioners, the fire district attorney and other professionals.

Maintains liaison with other officials and staff in the municipality and fire district.

Acts as administrative consultant to the line officers of the fire district.

Receives, distributes, or handles questions, comments and problems presented by interested citizens.

Advises the board of commissioners and fire district officers on public relations matters.

May edit and compile public information releases.

Advises the board of commissioners on personnel and administrative problems.

Prepares specifications, manages the bid process, purchasing and budget implementation. Enforces and executes terms and conditions of same received from internal and/or external sources on behalf of the Board of Fire Commissioners.

Represents the Fire District/Board of Fire Commissioners at meetings, public events as required.

Completes employee evaluations, supervises work operations, and has responsibility for effectively recommending the hiring, firing, promoting, demoting and/or disciplining of employees.

May be responsible for coordinating collective bargaining sessions under the direction of the Board of Fire Commissioners and may be authorized to represent the Board throughout the process.

Prepares and supervises the preparation of clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Directs the establishment and maintenance of extensive records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office,

or related units.

**REQUIREMENTS:**

**EDUCATION:**

Graduation from an accredited college or university with a Bachelor's degree.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**EXPERIENCE:**

Five (5) years of experience in administration and management involving program development, establishment of policies and procedures, budget preparation/financial planning and personnel management and administration.

**NOTE:** Possession of a Master's degree from an accredited college or university with a major course of study in Business or Public Administration, Fire Science, or Personnel Management, Management Science or in a program related to the organization, operation, administration and control of private or public organizations, may be substituted for one (1) year of the indicated experience.

**LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

Knowledge of the techniques used to integrate and coordinate varied fire district activities.

Knowledge of the problems involved in the administration of fire district affairs.

Knowledge of business and of management principles, practices, methods and techniques.

Ability to plan for the effective utilization of available funds, personnel, equipment , and supplies.

Ability to provide advice, assistance and consultation on business and administrative matters.

Ability to supervise the varied business, administrative and financial operations of the fire district.

Ability to supervise the preparation and administration of the budget.

Ability to maintain liaison and cooperative working relationships with

other officials and staff of the fire district and municipality.

Ability to prepare and supervise the preparation of clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to direct the establishment and maintenance of extensive records and files.

Ability to plan, organize, and coordinate work in situations where diverse demands are involved.

Ability to utilize various types of electronic and/or manual recording and information systems used by the district.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**This job specification is applicable to the following title code:**

<b>Job Spec Code</b>	<b>Variant</b>	<b>State, Local or Common</b>	<b>Class of Service</b>	<b>Work Week</b>	<b>State Class Code</b>	<b>Local Class Code</b>	<b>Salary Range</b>	<b>Note</b>
08053		L	U		N/A	99		-

This job specification is for **local** government use only.  
Salary range is only applicable to state government.  
Local salaries are established by individual local jurisdictions.

11/14/2017

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