

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 742

ADMINISTRATIVE COORDINATOR (Fire)

GENERAL

This is diversified and highly responsible technical, supervisory, and administrative work reporting to the Fire Chief. Position involves the fiscal activities of the department, as well as the training of EMS Modes and Methodology and the coordination of records and supplies.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position).

Maintains accountability for all Fire Department fiscal matters. Prepares the Fire Department's budget for Commission approval. Administers internal budgetary controls and priorities. Monitors expenditures, audits requisitions and signs payment authorizations.

Assists the Fire Chief by directing and coordinating various administrative activities, reviewing and editing all directed correspondence and preparing internal and external responses including directives.

Prepares appropriate items on the City Commission agenda and prepares all necessary budget transfers or adjustments. Serves as liaison to the Budget Office and Finance Department.

Conducts assigned research, procedural and administrative studies. Prepares reports including proposed or recommended solutions and courses of action.

Directly supervises the EMS Secretary and EMS Material Handling Specialist and oversees the ordering, stocking and issuing of EMS supplies.

Performs analysis and compilation of statistics of medical records and maintains EMS training records as required by law.

Teaches classes related to Emergency Medical Treatment Modes and Methodology. Provides training toward the achievement of needed medical recertification hours.

Interacts with department divisions, other city departments and outside organizations to achieve desired management objectives. Attends related agency meetings to represent management views.

Performs other job related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of accounting principles and financial procedures. Knowledge of municipal government. Knowledge of administrative practices and procedures. Knowledge of Emergency Medical practices and management principles. Ability to write and edit detailed reports and to present reports and recommendations in oral and written form. Ability to teach complex material in the field of medicine. Ability to establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business or Public Administration, Accounting or an administrative degree in the medical field. Considerable experience performing professional level administrative work, preferably in the medical field. A comparable amount of training and/or experience may substitute for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, personal computer, calculator, copier and fax machine. The noise level in this environment is usually quiet in an inside office setting.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.