

Open Recruitment for Business Manager (FULL-TIME)

Anticipated starting date *immediately*.

APPLICATIONS:

To be considered for this outstanding opportunity, interested individuals must submit a complete application along with your resume. Both the application and resume should offer comprehensive information about your background and experience, enabling the screening panel to accurately evaluate your qualifications in the specified areas, encompassing your professional experience and accomplishments.

POSITION DUTIES:

The Business Manager position is responsible for providing administrative, accounting, clerical, purchasing, personnel, and payroll support to the Fire Chief and Chief Officers. This role involves a diverse range of tasks aimed at efficiently managing the administrative functions of the District. The Business Manager will serve as the official Clerk for the District Board of Directors and carry out various duties assigned as part of this "at-will" position.

Requirements:

- Understanding of common business practices and procedures.
- Positive, friendly, professional, and upbeat attitude.
- Ability to thrive in a fast-paced environment.
- Outgoing personality and enjoys connecting with people of all backgrounds.

Essential Functions:

- 1. Reception and Administrative Support:**
 - Manage reception in the District administrative office.
 - Handle telephone calls, emails, mail, and greet visitors.
 - Organize and file documents.
 - Respond to staff inquiries and resolve administrative problems.
- 2. Bookkeeping and Financial Responsibilities:**
 - Perform accounts payable and receivable tasks.
 - Reconcile and maintain accounts.
 - Provide budgetary administrative assistance to the Fire Chief.
- 3. Tax and Benefit Assessment:**
 - Maintain and audit changes to the District's special tax and benefit assessment.
 - Prepare annual billing statements for properties within the District.
 - Receive and deposit special tax and benefit assessment fees.
- 4. Payroll and Employee Benefits:**
 - Process biweekly payroll using computerized software.
 - Handle reports and payments for various deductions.
 - Administer employee benefits in accordance with agreements and policies.

5. **Personnel Administration:**
 - Assist in hiring processes, including background checks and onboarding.
 - Maintain employee personnel files, including workers compensation claims.
 - Provide fiscal information for year-end W-2s and 1099s.
6. **Purchasing and Vendor Relations:**
 - Administer the District's purchasing system.
 - Process purchase orders, invoices, and claims
 - Interface with vendors, consultants, and maintenance representatives.
7. **Emergency and Non-emergency Support:**
 - Provide support during emergency and non-emergency situations.
 - Coordinate participation in the National Fire Incident Reporting System.
 - Prepare and submit required reports to the State Fire Marshal.
8. **Board Meetings and Record Keeping:**
 - Attend Board meetings and serve as the official record keeper.
 - Prepare, index, and retain meeting documents and related materials.
9. **Technology and Compliance:**
 - Operate a PC-based computer within a LAN environment.
 - Review materials for completeness, accuracy, and compliance.
 - Stay updated on changes in laws, regulations, and technology affecting office operations.
10. **Community and Association Engagement:**
 - Serve as the liaison to the Arcata Volunteer Firefighters Association.
 - Assist with Public Records Act compliance and District election processes.
 - Monitor changes in laws, regulations, and technology affecting office operations.

SALARY AND BENEFITS:

The annual salary range is \$70,140 – \$85,248. The actual salary will be based on the experience and qualifications of the successful candidate. Successful candidates may be placed in a salary step above step-1 depending on qualifications and experience. The District offers a complete benefits package to full-time employees including health care, dental, vision, retirement, deferred compensation plans, holidays, vacation, and sick leave.

This position is covered under the Senior Management Bargaining Unit, please see our MOU for more information, found at www.arcatafire.org/labor-contracts-salary-schedule

MINIMUM QUALIFICATIONS: (At time of Appointment)

Education: High School/GED

Experience: Three (3) years of progressively responsible experience providing high level administrative support for an executive and/or elected official, preferably within a public sector setting.

Certifications and other Requirements: Valid insurable driver's license.

Desirable Qualifications: Completion of some business school or applicable college-level coursework. Experience with payroll and benefits within a public agency, including considerable experience and proficiency working with automated payroll systems and employee benefit

programs. Experience with elected officials, Special Districts or Boards. Experience with Excel and/or QuickBooks

Required Knowledge: Modern, current office methods, practices, and equipment; standard office, administrative, and secretarial practices, and procedures, including filing, business correspondence and writing; technical accounting practices and procedures; CalPERS policies and procedures; basic computer operations and standard business applications; English usage, grammar, spelling, vocabulary, punctuation; public relations and customer service techniques.

Specialized Abilities: Provide complex office administrative assistance to the Fire Chief and other management staff; perform technical accounting work; perform duties of the Clerk of the Board and administer all District general business; organize work, set priorities, meet critical deadlines, and follow up assignments with a minimum of direction; use tact, discretion, initiative and independent judgment within established guidelines; express ideas and give instructions effectively; apply rules and regulations to specific cases; analyze data and draw logical conclusions; serve as a primary source of reference for assigned areas of responsibility; compose correspondence independently or from brief instructions; organize and maintain accurate records and files; make arithmetic calculations with speed and accuracy; operate standard office equipment, including a personal computer and multi-line telephone; direct and train others in work procedures.

SELECTION PROCESS:

This process will consist of the following steps:

1. An interview to assess background and fit to organizational culture, weighted at 100% of the candidate's final score.

Candidates who score 70% or above in the entire process will have their names placed on the eligibility list in order of final ranking.

The provisions of this bulletin do not constitute an express or implied contract. Any of the provisions contained in this bulletin may be modified or revoked without notice. Dates may be subject to change.

The Arcata Fire Protection District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, age, ancestry, national origin, political or religious affiliation, sexual orientation, or other non-job related physical or mental disability, or other functional limitation as defined in the Americans with Disabilities Act except where a bona fide occupational qualification(s) so dictates.