



## ADMINISTRATIVE POSITIONS & DUTIES

This policy provides a “list” of the tasks required to operate the district. Due to the limited resources available to the district, the board is encouraged to adjust job duties as needed to accommodate both the desires and the abilities of available staff members.

Pliocene Ridge CSD designates the Fire Chief(s) and ~~District Manager~~ **Administrative Assistant** to fulfill the duties of “General Manager”. Due to budget constraints the district is not able to hire a sole individual for this position as mandated by Gov code section 61050. Additionally, there is no desire to create a staff position that oversees the Fire Chief(s). The ~~District Manager~~ **Administrative Assistant** and Fire Chief(s) work in tandem and answer directly to the Board of Directors.

### Fire Chiefs

The Fire Chiefs shall serve as the General Managers for their respective departments and are duly authorized by the Board to carry out all duties incidental to that position. The Fire Chiefs shall:

1. Appoint all officers below the position of chief within their dept.
2. Act as Officer in Charge when in the response area.
3. Delegate responsibility as appropriate.
4. Be responsible for the maintenance of all vehicles assigned to their Station.
5. Be responsible for the maintenance of their department’s equipment and property.
6. Be responsible for the training of fire dept personnel including retaining training sign-in sheets.
7. Adhere to the district’s policies and procedures.
8. Be authorized to take action sufficient to address an emergency and report those actions outside established policy and procedures to the Board at the next regular meeting. See Purchasing Policy #2030
9. Assist with the ongoing review and revision of Standard Operating guidelines for district personnel.
10. Assist in the development and implementation of a personnel handbook.
11. Maintain inventory control in conjunction with the Treasurer and Risk Manager.



### **Fire Chiefs Continued**

12. Be authorized to sign documents related to board approved actions such as the acquisition and disposition of assets and mutual aid agreements.
13. Be authorized to approve non-district community use of the firehouses per district policy # 1052 (to be developed)
14. Perform other duties as may be deemed necessary or delegated by the Board of Directors.

In the absence of a Fire Chief the Chain of Command shall be followed with the Assistant Chief (s) acting as interim chief until the position is filled. In the event that only one Department (either Alleghany or Pike) has a Chief, that person shall serve as District Chief.

### **Secretary**

The Secretary shall be the Clerk of the Board and is duly authorized by the Board to carry out the duties incidental to that position. The Secretary shall:

1. Record the minutes of all board meetings.
2. Act as Official Record Keeper for the District and ensure that records are maintained per district policy & in compliance with State Statutes including public access to public records plus secure storage of confidential records.
3. Prepare agendas and meeting packets while ensuring that all meetings are posted in compliance with the Brown Act.
4. Prepare routine correspondence such as thank you letters and other day-to-day correspondence of a managerial nature in conjunction with other staff. (Shall assist staff with correspondence as requested or initiated).
5. Prepare Official Correspondence as directed by the board.
6. Report all correspondence since the last meeting at each regular meeting of the Board.
7. Prepare Resolutions as needed for Board approval and maintain a master file of all resolutions.
8. Maintain a Master Calendar and Contact list for the District Board and Staff.
9. Prepare and file the Secretary of State information filings as needed (whenever there is a change in Board members or Officers).
10. Perform other duties as requested by the Board.



### Treasurer:

The treasurer is the Chief Fiscal Officer of the District and is duly authorized by the Board to carry out all duties incidental to that position. The Treasurer shall:

1. Ensure that the District's bookkeeping is carried out in Compliance with Accounting Policy # 2000 (to be developed)
2. Act as Accounts Receivable & Accounts Payable Clerk for District.
3. Verify that the district's Purchasing Policy and other accounting policies are adhered to.
4. Shall assist the Board and Secretary with periodic reviews and updates of accounting procedures.
5. Process Payroll as needed (no more than quarterly) including all required filings. Per Policy #2080.
6. Prepare a monthly Treasurer's report to be incorporated with the meeting packets showing: beginning bank balance, itemized list of expenditures for previous month, deposits and ending bank balance for previous month. Including the detail for the Reserve Fund account.
7. Prepare the annual Budget (Preliminary & Final) per Policy #2020
8. Annually: book year-end accruals, donations and fixed assets (or provide the needed documentation to the auditor to prepare any or all of these journal entries)
9. Facilitate the Audit and the annual State Controller filings that are prepared by the Auditor.
10. ~~Annually, after June 30<sup>th</sup>~~ **As needed**, prepare a list of non-monetary **donations** gifts (~~such as direct purchases made by the auxiliaries~~) for Board acceptance. Per Policy #2120.
11. Work with the Secretary to ensure that financial records are being maintained per GAAP and other applicable rules.
12. Record and monitor reserve fund balances per policy #2010
13. Perform other such duties as may be directed by the Board.



**District Manager: Administrative Assistant**

The District Manager is NOT the General Manager (see introduction to this policy).

The district manager **Administrative Assistant** shall:

1. Assist the Board and Fire Chiefs with the development and ongoing review of District Bylaws, Policies & Procedures and Standard Operating Guidelines and an employee handbook.
2. ~~Be responsible for~~ **Assist with** pursuing additional funding sources for the district, including grants and donations. Including the preparation of grant applications and all required documents for board approval.
3. Facilitate the district's support of the firewise community efforts for both the Pike and Alleghany Firewise Communities (see resolution # 2020-077).
4. ~~Be responsible for~~ **Assist with** developing and implementing a public relations campaign for the district.
5. Maintain the district's website.
6. Be authorized to sign documents related to board approved actions such as grant applications and documents related to the acquisition and disposition of assets.
7. Perform other duties as may be deemed necessary or delegated by the Board of Directors

**Risk/Safety Manager:**

Refer to Policy 1030 outlining Risk Management duties and responsibilities.

**Streetlight Manager:**

~~Refer to Policy 1110 outlining Streetlight Manager duties and responsibilities.~~  
**NEEDS TO BE DEVELOPED as an addition to Policy # 4000**

**Project Manager:**

A Project Manager is necessary for construction projects and other projects in order to ensure that work can proceed in a timely manner and on-schedule without the need to get board approval when day-to-day decisions and routine paperwork are needed.

At the time of appointment, the Board may delegate the Project Manager with full or limited authorization to sign and file, for and on behalf of the District, all documents related to the planning, design, and construction of the project. The project manager shall ensure compliance with Policy #1050 CONTRACTS and other applicable policies and laws.