



## 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 highest level of Officers, including the Fire Chiefs, Treasurer & Secretary~~ and District Manager to fulfill the duties of “General Manager”. ~~as required by Gov code section 61050 and as set forth in the district’s job descriptions and Policies & Procedures.~~ 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 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.
12. Be authorized to sign documents related to board approved actions such as the acquisition and disposition of assets and mutual aid agreements.
12. Be authorized to approve non-district community use of the firehouses per district policy # 1052 (to be developed)
13. 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. ~~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.~~ **MOVE TO DISTRICT MANAGER POSITION**
8. Prepare Resolutions as needed for Board approval and maintain a master file of all resolutions.
9. Maintain a Master Calendar and Contact list for the District Board and Staff.
10. ~~Maintain and update the district website: ie post all agendas and notices, update board positions etc.~~ **MOVE TO DISTRICT MANAGER POSITION**
11. Prepare and file the Secretary of State information filings as needed (whenever there is a change in Board members or Officers).
12. Perform other duties as requested by the Board.

**NO Proposed changes to the Streetlight Manager, Risk Manager or Treasurer's duties.**

Position below is entirely new.

**District Manager:**

The District Manager 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 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 developing and implementing a public relations campaign for the district.

5. Maintain the district's website.

5. Be authorized to sign documents related to board approved actions such as grant applications and documents related to the acquisition and disposition of assets.

6. Perform other duties as may be deemed necessary or delegated by the Board of Directors