



**NOTICE OF VACANCY
November 9, 2016**

POSITION: Director of Administration and Finance

DEPARTMENT: Fire

SALARY: \$89,193 - \$107,924

HOURS: Monday – Friday 8:00am to 5:00pm

Job Purpose:

Under the direction of the Chief of Department, the Director (Administration) manages the administration of the Fire Department, inclusive of fiscal/budget and capital asset management.

Organizational Scope:

Report to the Chief of Department; and supervises all civilian personnel.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Major Responsibilities:

1. Manages the Department's civilian personnel
2. Manages the Department's budget and finance
3. Manages the Department's capital asset maintenance and capital asset planning
4. As Public Information Officer for the Fire Department, manages Fire Department's public outreach in social media, and responses to public and press requests for information.
5. Manages the Department's safety education and community risk reduction programs.
6. Supports major incident operations as needed.
7. Represents the Town of Framingham and the Framingham Fire Department on various public boards, committees and meetings.

Knowledge and Abilities:

Position requires knowledge of:

1. Effective management practices
2. Budgeting and financial practices

3. Related laws and regulations of the Commonwealth of Massachusetts
4. Use of computer and internet-based approaches to fire service administration
5. Safety education and community risk reduction practices
6. Incident planning, logistics and communication practices

Ability to:

1. Be an effective leader in areas of assigned responsibilities
2. Implement new technologies to meet customer and department needs
3. Write clear and accurate reports

Supervision Required:

Employee works under the general supervision of the Fire Chief. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed.

Supervisory Responsibility:

Employee is regularly responsible for the supervision of non-fire, civilian staff.

Confidentiality:

The employee has regular access to confidential information such as department records in accordance with the State Public Records law.

Accountability:

Consequences of errors or poor judgment may include missed deadlines, monetary loss, or adverse public relations.

Judgment:

Well-defined or detailed rules, instructions, and procedures cover all aspects of work. Judgment involves choosing the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Complexity:

The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment:

Employee performs work in a municipal office setting subject to frequent interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Nature and Purpose of Relationships:

Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and vendors. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

Occupational Risk:

Duties generally do not regularly present occupational risks to the employee.

Minimum Qualifications:

1. Successful completion of a Master's Degree from an accredited college or university in a discipline related to assigned responsibilities.
2. At least 10 years of Supervisory experience.
3. At least 10+ years of experience in the fire service
4. Possess Class D License

Work Environment and Physical Demands:

1. Work in a variety of environments, temperatures, and weather conditions, for extended periods of time.
2. Capable of climbing, kneeling, balancing, stooping, bending and crouching.
3. Ability to perform physical work as needed.
4. Ability to lift, push, pull, move and/or carry up to 20 lbs.
5. Occasionally lift, push, pull, move and/or carry up to 70 lbs.

Special Requirements: None required.**Physical and Mental Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills:

Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledger books, photocopy and computer paper.

Motor Skills:

Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include operating a personal computer, using power tools or climbing a ladder.

Visual Skills:

Position requires routine reading of documents, computer screens, and reports for understanding.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

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