



City of Irving Job Description

Fire Programs Supervisor

FLSA Status:	EXEMPT	Job Department:	Fire
Job Code:	J081	Reports To (Job Title):	Fire Chief

PURPOSE

To provide administrative support to a unit, including supervising support staff, preparing and monitoring budget, using discretion while supporting confidential matters, coordination and tracking of all Civil Services related documents for hiring, promotions and pay, and apply administrative policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Supervise staff, including assigning work, interviewing, hiring, reviewing performance, providing counsel and discipline, and managing schedules and requests for time off.
- Maintain personnel records and databases of all special pays and increases for the department; prepare personnel requisitions and new hire/rehire authorization and personnel status change forms for the department.
- Serve as administrator of the Civil Service applicant hiring process and paperwork; ensure that Texas Local Government Code – Chapter 143 State Civil Service hiring rules are followed.
- Schedule, receive, and notify Civil Service applicants of polygraph and psychological testing; receive results and prepares documentation for interview board.
- Prepare and monitor annual budget, including reconciling reports from City Accounting Department, verifying year-to-date account listing, and preparing documents/spreadsheets as needed for supporting information.
- Assist Chief Officers with monitoring strategic plan goals and performance measures related to budget.
- Answer inquiries from staff, co-workers, and vendors related to purchasing guidelines and train department personnel on proper purchasing procedures.
- Maintain databases of key information, including databases for tracking and updating overtime, out-of-class, education and certification pays.
- Review and approve purchase requisitions, purchase orders and DDRs., including verifying account numbers, fund availability, and purchasing method documentation.
- Review and approve Fire-related City Council agenda items, including the drafting of City Council resolutions and ordinances.
- Assist with the development and update of IFD Recruiting website and recruiting materials.
- Manage and/or coordinate various projects as assigned by the Chief and Assistant Chiefs.

OTHER DUTIES AND RESPONSIBILITIES

- Cross-train employees to perform co-workers' duties when absent.
- Act as department liaison for bids & contract renewals, ensuring that procedures/policies are followed.

- Serve as administrator of LMS and TCFP FIDOS systems.
- Serve as Notary Public for the Fire Department.
- Respond to surveys, questionnaires, and applicant status requests from other Fire Departments.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 6 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Oversight of unit budget. Assist in developing department budget.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Associate’s degree or equivalent in subject field related to position.

EXPERIENCE

- At least three (3) years of related experience, including one (1) year of supervisory experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid, appropriate Texas Driver’s License, or the ability to obtain one, is required.

KNOWLEDGE OF

- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation & discipline.
- Budget Management: Developing plans & budgets; comparing them against actual activity.
- Accounting: Principles and practices including general ledger, accounts payable, and accounts receivable.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, this includes Microsoft Office Suite software.
- Industry / Departmental Software: Banner (Information System), Citrix, IPortal, MinuteTraq, OnBase, SBClient and Firehouse Reverse 911 – Call out for IFD personnel.

SKILLS AND ABILITIES IN

- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and develop solutions.
- System Perception: Discerning when important changes have occurred or likely will in a system.
- Teaching: Conveying new concepts and confirming comprehension by listener.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Organizational Strategies: Tracking multiple variables by sorting, grouping & calendaring.
- Reading Comprehension: Reading and interpreting documents.
- Deductive Reasoning: Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.

GUIDANCE RECEIVED

Departmental Goals and Priorities

Makes decisions that are guided by overall Departmental goals, priorities and policies. Job requires interpreting goals and priorities into action steps and delegating responsibility for completion; applies broad latitude in regard to methods and approaches but must obtain approval for actions that have policy, service or cost implications.

CONTACTS

Continual contact with internal and external customers and outside agencies involving obtaining cooperation of people; courtesy and tact are required with moderately difficult or sensitive issues.

EQUIPMENT AND PROPERTY

Office machinery: Xerox multi-function center copier/scanner, desktop computer, printers, telephones, label makers, digital camera, fax machine, shredder, hole puncher, binding machine.

PHYSICAL DEMANDS

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.*

The employee constantly is required to grasp, handle, feel, listen, reach, see, and/or sit. Frequently, s/he is required to carry, lift up to 10 pounds, stand, walk, and/or talk. S/he occasionally must pull, push, drive a vehicle, and/or stoop.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The work environment occasionally is stressful and noise level usually is moderate.

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

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.