I. PURPOSE SUMMARY. Plans, organizes, coordinates, and performs a wide variety of complex and confidential administrative functions in direct support of the Fire and Emergency Services Department.

II. ESSENTIAL DUTIES. (A position may not include all of the duties listed, nor do the listed examples include all of the duties which may be found in the position of the class. An individual must be able to perform the essential functions listed below and reasonable accommodation may be made available to qualified individuals with disabilities to perform the essential functions of the job).

1. Coordinates Budget Related Functions and Processes Purchase Orders:
   a. Functions as the point of contact on department budget matters.
   b. Prepares, examines, and analyzes accounting records of department or vendor to verify accuracy of figures and makes necessary corrections or lists discrepancies for adjusting that includes but not limited to donations.
   c. Prepares, maintains and monitors financial reports and expenditures.
   d. Oversees, coordinates, and monitors internal controls and process for general accounting functions.
   e. Prepares requisitions and processes purchase orders.
   f. Orders items once purchase order is received; processes invoices and received items; and maintains records of purchases.
   g. Creates new requisitions to obtain purchase orders in accordance with proper filing system.

2. Funding Applications, Funding Reporting, and Stipends:
   a. Collects fire funding applications from the Fire Districts for annual funding and EMS Funding Act Applications, and annual service reports from the Fire Districts, AMR, and NASA.
   b. Reviews the applications for accuracy; notarizes and submits the appropriate applications to the State Fire Marshal’s Office and NM EMS Bureau within the deadlines set forth.
c. Assists the Fire Chief or designee in creating and submits annual carry over requests within the deadlines set forth; and creates reports for State Fire Marshal Office and NM EMS Bureau for annual expenditure audits as assigned.

d. Supports as needed the preparation of the Volunteer Firefighters Annual Reporting, PERA qualification records, and new volunteer PERA member applications. Reviews reporting, records, and applications for accuracy, submits documents to the State and keeps records and maintains data.

3. **Grant Administration:**
   a. Functions as the point of contact on grant administration inquiries
   b. Administers and manages local, state, and federal grant funding programs.
   c. Prepares grant applications, monitors grants, and oversees grant activity.
   d. Develops, monitors and oversees grant administration and budgets, provides documentation of financial aspects of each grant to include but not limited to creates agenda items, sets up initial project accounts and prepares budget resolution, revisions IBR’s, and RFP’s; monitors budget and prepares any necessary internal budget revisions; and correcting journal entries.
   e. Ensures files and reports are within grant compliance and records are kept orderly and current; Maintains various grant compliance records using an orderly and retrievable method.
   f. Compiles and submits monthly progress and final reports to the State or grantor.
   g. Sorts, files, copies and distributes grant related documents and other materials to appropriate personnel.
   h. Reviews all expenditure requests prior to department director and county management approval.
   i. Keeps track of all expenditures and obtains back up documentation as follow up for grant documentation.

4. **Perform timekeeping and payroll functions:**
   a. Answers questions and provides advice to employees and supervisors on procedures related to pay and leave accrual/usage.
   b. Verifies the accuracy of preliminary payroll and submits corrections as necessary.
   c. Maintains leave request and attendance records in accordance with proper records schedule.

5. **Administrative Support:**
   a. Assists the department and/or Fire Chief.
   b. Develops and maintains written protocols for administration procedures of the department such as filing, purchasing, receiving, equipment repair, report preparation, department inventory, timekeeping, payroll, etc.
   c. Assists Secretary with ordering and distributing uniforms, fire prevention supplies, office supplies, and equipment that includes personal protective equipment (PPE) as needed.
   d. Assists with the hiring process that includes but not limited to the application process.
e. May route various payroll and other HR forms on behalf of personnel to the appropriate person.
f. May provide training to volunteers on internal processes that includes procurement, budgets, PERA reporting documentation, State fire and EMS funding applications, Stipend program, and volunteer application process.
g. Processes donations received for donators and fire stations.
h. Provides telephone and receptionist services to include but not limited to answering emails and phones; receives and sorts incoming mail.
i. Schedule meetings, attends meetings, and takes notes.
j. Composes routine correspondence and prepares documents for supervisor signature.
k. Applies considerable knowledge of county objectives and policies
l. Prepares BOCC agenda items and other presentation materials as directed
m. Responsible for knowing and abiding by all department and county policies and procedures.

III. ADDITIONAL DUTIES.
Assists with recruiting events for employees and volunteers; assists with fire prevention events; and other relevant duties may be assigned.

IV. QUALIFICATIONS.
A. Education. High school diploma or GED
B. Experience. Five (5) years of increasingly responsible administrative, accounting, budgeting, or support services experience. Bilingual (English/Spanish) preferred.
C. Education/Experience substitution. Per County Policy
D. Licenses/Certifications. Valid unrestricted New Mexico Driver’s License; Notary Certification.
E. Other (e.g., post-offer medical exam, polygraph, background check, driver’s license record, etc.) Must pass a background check and must maintain a current driver’s license.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:
Must have knowledge of office procedures and practices, computer operation including word processing, spreadsheet and database programs, administrative techniques and organizational skills, and filing and record keeping systems; inventory control procedures; Principles and procedures of budget preparation, control, financial record keeping and reporting.

Must have skill in exercising independent judgment in various situations and to determine appropriate action; drafts correspondence following verbal or written instructions from Department Head; handles sensitive and confidential matters and situations; and works with a culturally diverse population. Must possess technical writing skills and be able to establish and maintain effective and cooperative working relationships with others.
2. **FREEDOM TO ACT.**
The supervisor sets overall objectives and resources available. The employee and supervisor, in consultation, develop deadlines, projects, and work to be done. The employee is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative, in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

3. **GUIDELINES AND JUDGMENT.**
The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures and for application and in making minor deviations to adapt to specific cases. Where existing guidelines cannot be applied, or significant deviations from the guidelines are proposed, supervisory assistance is required.

4. **PHYSICAL DEMANDS.**
The work is sedentary. Typically, the employee sits comfortably to do the work. There may be some walking, standing, bending, carrying of light items. The employee might frequently move or re-position up to 10 pounds of materials or objects.

5. **WORK ENVIRONMENT.**
The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices and county vehicles. The work area is adequately lighted, heated, and ventilated.

6. **SUPERVISORY RESPONSIBILITY.**
Work is performed under general supervision of the Facilities and Parks Manager. May supervise other secretarial and clerical employees, as assigned.

**V. EMPLOYEE ACKNOWLEDGEMENT:**
I have read my job description and understand my assigned responsibilities, and have been given a copy of this job description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this job description with or without reasonable accommodation.

Accepted by:  

Employee  

Date

Printed name:  

Employee  

Date