

Key Largo Fire and EMS District
Description of Available Job Position
March, 2011

The Key Largo Fire & EMS District is the 68th Special Emergency Service Taxing District in the State of Florida, created by former Governor Bush in 2005. The District's Mission is to provide exceptional fire protection and emergency medical services efficiently and cost effectively without compromising the health and safety of residents or personnel. The Key Largo Fire and EMS District Board consists of five elected commissioners and contracted services from two separate, non-profit 501c(3) corporations for Fire and EMS services. These two outstanding volunteer agencies have been providing services to Key Largo residents for over 50 years.

Position Title: District Administrator

Location: Key Largo, Florida

Job Type: Part Time – 25 to 30 hours per week; scheduled hours require one 8-hour day on location(s) at each department (Fire and EMS); with balance of weekly hours flexible for required meetings and office/administration hours.

Employment Type: At will with a 90-day introductory period

Annual Salary: \$35,000 - \$40,000

Benefits: Salary plus value of benefits package (if any) not to exceed \$40,000 annually

Job Function: Management and administration of Key Largo Fire and EMS District

Reports to: Key Largo Fire/EMS District Board of Commissioners

Description of Duties:

1. Acts as liaison between District Board of Commissioners and both Fire and EMS Departments. Specific duties include:
 - a. The District recognizes that volunteer services given by officers and members of the departments are the most valuable asset of the departments and the District. Therefore, the District Administrator is expected to work with the departments to support, foster, encourage and enhance the recruiting and development of department volunteers. The District Administrator makes recommendations to the District Board of Commissioners and Department Boards regarding support of Fire/EMS

- volunteer programs, as well as other public fire awareness and prevention programs. In addition, the District Administrator assists Department Boards in implementing these volunteer and public programs.
- b. Attends Department Board Meetings and/or reviews Department Board Meeting minutes; reports to District Board of Commissioners any items/issues that need to be addressed; make recommendations to the District Board of Commissioners for same.
 - c. Ensures that Fire and EMS department items and issues for public meeting discussions with the District Board of Commissioners are included on public meeting agendas.
 - d. Researches and makes recommendations to the District Board of Commissioners regarding financial resources, such as grants, available to the District.
 - e. Reviews annual audit and makes recommendations to the District Board of Commissioners to resolve issues/problems identified by the audit.
2. Acts as liaison between the Fire and EMS departments to ensure coordination of goals and services. Specific duties include:
 - a. Reviews post-call response reports for department coordination performance issues.
 - b. Reports department coordination issues that need to be addressed to the Board of Commissioners; make recommendations to the Board of Commissioners for same.
 3. Oversees budgeting and monitors spending in both departments. Specific duties include:
 - a. Reviews each department's annual proposed budgets to identify specific items to be discussed at public budget meetings.
 - b. Maintains administrative control over all District resources, including all resources funded by the District.
 - c. Receives and reviews equipment or other purchasing requests from departments. Prepares a comprehensible synopsis of equipment purchases including a comparison and/or description of manufacturers, features and pricing to assist the District Board of Commissioners in purchasing decisions.
 4. Maintains an administrative management presence for the District for purposes of making day to day decisions on behalf of the District as required or requested by the departments:
 - a. Works with Department Chiefs to develop an action plan (what department is going to accomplish what, by when, and in what order) pursuant to the defined goals and/or strategic plan of the District. The District Administrator will make action plan recommendations to the District Board of Commissioners and if/when an action plan is approved by the Commissioners, the District Administrator will report progress monthly or as frequently as appropriate at District meetings.
 - b. Reviews employee and volunteer schedules and payroll records for compliance with U.S. Department of Labor standards and regulations.

- c. Compares employee and volunteer schedules and call response reports with payroll and shift credit records for consistency and compliance with proper human resources policy and procedures.
 - d. Reviews Department procedures and practices for safety and risk management liabilities to the District and make recommendations for resolution to the Board of Commissioners
 - e. Maintains regularly scheduled hours (as defined above under “Job Type”) at each Department Station for the purposes of, but not limited to, the following:
 - 1.) To be available to the employees and volunteers in each department for questions and concerns regarding the District.
 - 2.) To support volunteers and volunteer and public programs.
 - 3.) To informally inspect equipment and equipment inventory to ensure familiarization with the needs of the Departments for purchasing purposes.
5. Attends meetings:
- a. Attends regularly scheduled meetings with individual Commissioners for the sole purpose of their input on District matters.
 - b. Attends scheduled public board meetings to deliver management. report that addresses item #1 through # 4 above. Receives directives from the District Board of Commissioners at public meetings. Implements those directives.

Education Requirements: BS/BA or higher in Business Administration, Public Administration, Finance, Fire Administration, Human Resources Management or related field.

Skills: Must have outstanding interpersonal skills.
 Must be computer literate and able to work with windows-based software applications.
 Must have outstanding organizational skills.
 Must be both detail-oriented and accurate, yet be able to communicate the “big picture”.
 Must have leadership abilities, integrity, and strong work ethic.
 Must be able to employ a pro-active team-oriented approach.

Experience Requirements: The ideal candidate will have mid-level to executive level business administration, budget/finance, and personnel management experience; and be knowledgeable in Fire Operations and EMS Operations.

To be considered for this position applicants must possess four or more of the following minimum experience requirements; and must have demonstrated a progression

of responsibility in the area of Fire/EMS Operations.

1. 5-7 years Business Administration
2. 5-7 years Budget and Finance Administration
3. 5-7 years Human Resources and Risk Management
4. 7-10 years Fire Operations
5. 7-10 years EMS Operations
6. 5-7 years Volunteer management relations

The District Administrator is a newly created part time position.

Please send resume with cover letter to: KLFR & EMS District Search
Attn: Tara Morris
e-mail: tara@keysepa.com
address: 8085 Overseas Hwy
Marathon, FL 33050
Fax: (305)743-0726
Phone: (305)743-6586

Please include list of all Fire and EMS certifications on resume.

Key Largo Fire and EMS District is an Equal Opportunity Employer