



City of Tempe

FIRE BUDGET/FINANCE SUPERVISOR

| JOB CLASSIFICATION INFORMATION | | | |
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| <i>Job Code:</i> | 384 | <i>Department:</i> | Fire |
| <i>Supervision Level:</i> | Supervisor | <i>State Retirement Group:</i> | ASRS |
| <i>Status:</i> | Classified | <i>Market Group:</i> | Sr. Municipal Budget & Finance Analyst |
| <i>Safety Sensitive / Drug Screen:</i> | No | <i>Physical:</i> | No |
| Click here for more job classification information including current salary range. | | | |

| REPORTING RELATIONSHIPS |
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| Receives general direction from the Fire Chief. |
| Exercises direct supervision over lower level para-professional and/or administrative assistant staff as assigned. |

| MINIMUM QUALIFICATIONS | |
|------------------------|---|
| <i>Experience:</i> | Five (5) years of administrative or program management experience in a public agency, including experience in budgeting or finance. Supervisory experience over para-professional and/or administrative staff is preferred. |
| <i>Education:</i> | Equivalent to a bachelor's degree from an accredited college or university with major course work in public administration, business administration or degree related to the core functions of this position. A master's degree is preferred. |

| ESSENTIAL JOB FUNCTIONS |
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| Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do. |
| To actively support and uphold the City's stated mission and values. To perform a variety of complex and highly responsible professional duties involved in the study, planning, development and implementation of the Fire Department's administrative/budget systems, programs, policies, procedures and practices; to provide highly complex administrative support to the Fire Chief and command staff. |

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Work closely with the Fire Chief and command staff to recommend and implement goals and objectives for special programs, projects and systems; participate in Fire department's short and long-term planning; establish schedules and methods for program operations; supervise the implementation of policies and procedures.
- Supervise and prepare, administer and monitor the Fire Department's operating and capital improvement budgets; supervise/coordinate the budgeting process; maintain and monitor budget controls for the department; prepare and/or approve budgetary transfers as required; prepare cost estimates for budget recommendations and submit justification for budget items; monitor and control expenditures; advise managers and other administrative personnel on budget problems, policies, and procedures.
- Participate in the department's strategic planning process and play a major role in other larger scope financial issues such as land acquisition for new fire facilities, generation of revenue and the long-range financial health of the Fire Department.
- Participate in the Fire Service Accreditation program which includes coordinating the Self-Assessment and Site Visits from Fire Accreditation International representatives. Collect and maintain detailed analysis of operations and functions of the department. Submit yearly reports to the Commission to maintain accreditation status.
- Supervise assigned staff; participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Supervise and perform extensive research for special projects; collect information on operational and administrative problems and perform comprehensive analysis; synthesize information and make recommendations on policy issues; prepare comprehensive administrative, operational, and statistical reports or manuals; present issues and recommendations to various committees, the Mayor, and/or the City Council; supervise and prepare quarterly and annual reports.
- Supervise and review, respond to and resolve a variety of requests or complaints from City employees and/or the general public requiring interpretation of regulations, policies and procedures; research background and confer with management and legal counsel to determine the City's position on the issue; communicate with parties involved; coordinate/implement solutions to resolve problems.
- Act as the Fire Chief or Assistant Fire Chief's representative at meetings; attend, facilitate and speak at conferences and workshops; prepare and give other presentations.
- Create and participate on interdepartmental task forces designed to solve specific problems; speak to community groups regarding City, department or division programs; serve as liaison between citizens and City departments or divisions; respond to press inquiries and may state City's position if authorized to do so.
- Supervise, prepare and assist others in the preparation of specifications for department or division purchases; make recommendation for bid awards; approve and monitor requisitions for payments and purchases in the department or division.
- Monitor, track, coordinate, recommend, investigate and provide assistance related to personnel issues in the department or division including evaluations, promotions, hiring's,

disciplinary actions, terminations, position classifications and job descriptions; serve as primary Human Resources contact for the department/division.

- Confer with and provide guidance and direction to Fire Chief and other command staff; advise supervisors on the technical and/or administrative management of their operations and inform them on City-wide policies and procedures; resolve administrative and technical problems with other staff and employees.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

COMPETENCIES

| CLASSIFICATION LEVEL | INCLUDES | COMPETENCIES |
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| Foundational | All Employees | Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn |
| Non-Supervisory | In Addition > | Teamwork, Customer Service, Initiative, and Dependability / Reliability |
| Supervisory | In Addition > | Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others |
| Manager | In Addition > | Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring |
| Deputy Director | In Addition > | Entrepreneurship and Networking |
| Director | In Addition > | Organizational Vision |

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective May 2007

Revised January 2016 (update supervision received and essential functions)