



ADMINISTRATIVE MANAGER

The Creve Coeur Fire Protection District is actively seeking applicants for the full-time position of Administrative Manager. This position will manage the day-to-day matters including: accounting/budgeting, payroll, insurance, benefits and compiling meeting packets. Duties include telephone responsibilities and assisting customers at the front counter. The minimum qualifications for this position are valid driver's license, high school diploma or equivalent; higher degrees and certifications preferred.

An application along with a full job description may be picked up in person at the Administrative Center located at 11221 Olive Boulevard, Creve Coeur, MO 63141, or downloaded at www.crevecoeurfire.org. Completed applications including: resume, a copy of a valid driver's license, high school diploma or equivalent, and higher degrees and certifications will be accepted from May 26, 2020 through June 24, 2020 between the hours of 7:30 a.m. and 4:00 p.m., Monday through Friday.



Creve Coeur Fire Protection District

Administrative Center • 11221 Olive Boulevard • Creve Coeur, Missouri 63141-7652
Office (314) 432-5570 • Fax (314) 432-2367 • Email admin@ccfire.org

Job Title: Administrative Manager

Summary/Objective

Specifications are **not** intended to reflect all duties performed within the job.

The Administrative Manager provides customer service and administrative support for the day-to-day matters (ie: permit applications, payroll, insurance, benefits, accounting/budgeting and compiling information for meeting packets) that are vital to the Creve Coeur Fire Protection District. This position will assist various departments with administrative tasks and District projects.

Essential Job Duties

- Answer telephones in a courteous and professional manner and route calls to appropriate staff member.
- Greet and assist customers at the front counter in a courteous and professional manner.
- Assist with records requests (ie: patient information, alarm reports, etc).
- Maintain filing and retrieve information from files when needed.
- Payroll – Prepare bi-weekly payroll for all District employees, covering regular wages, overtime, FLSA overtime, necessary deductions such as Deferred Compensation and miscellaneous changes. Keep accurate attendance records, worksheets and verification to validate each payroll.
- Maintain Employees' records (ie: addresses, phone numbers, Driver's and Paramedic licenses, etc.).
- Maintain inventory records – District assets, fixed assets and capital improvements which includes inventory listing and updating.
- Compile public meeting notices, agendas and packets.
- Maintain service agreements and warranty information and records.
- Maintain vendor information (ie: Certificate of Liability Insurance, W-9's and E-Verification forms, etc.).
- Accounts Payables – Review & process invoices and vendor payments, ensuring timely and accurate payments to all vendors. An ideal candidate must have a good understanding of payments, the accounting process and budgeting.
- Accounts Receivable - Enter revenue received in order to prepare deposits in appropriate funds and compile reports for meetings.
- Reconcile bank statements.
- Assist in Bond Sales recordkeeping and related matters.
- Data entry for healthcare provider entries and tracking of same (the District is self-insured).
- Clothing Allowance ordering, tracking and recording.
- Fire Marshal Office –
 - Assist in processing permit applications and issue permits once plans have been reviewed and approved.
 - Log and schedule inspection listing in computer and control sheet.
 - Record, process and issue bonfire and fireworks permits.
- Routine administrative tasks as needed. Comfortable using a computer for various tasks beyond general accounting.
- Shall report directly to the Fire Chief and carry out all duties and responsibilities as directed.

Required Qualifications – An equivalent combination of education, training and experience will be considered.

- High school diploma or equivalent required; higher degrees and certifications preferred.
- Valid Driver's License.

Knowledge, Skills and Abilities

- Excellent communication skills, both verbal and written.
- Highly organized and able to work on multiple tasks simultaneously.
- Strong professional integrity and ability to maintain strict confidentiality.
- Ability to use good judgement and think critically.
- Knowledge of office procedures and operation of standard office equipment.
- Basic accounting and HR knowledge. QuickBooks & Governmental Fund Accounting preferred.
- Microsoft Office Suite – Word, Excel, etc. and Google Suite – Docs, Sheets, Calendar, etc.

Hiring Process

- Completion of an employment application and resume including copies of driver's license; school diploma, degrees and certifications submitted **in person only** to the Administrative Center, Creve Coeur Fire Protection District, 11221 Olive Boulevard, Creve Coeur, Missouri 63141.
- Application Review.
- Written Examination.
- Oral Interview.
- Psychological/Prevue Profile.
- Police Records Check and Background Investigation.
- Physical Examination Testing provided by the Fire District's Physicians. Physical includes drug and alcohol screening.
- Chief's recommendation for hiring, subject to the approval by the Board of Directors.

Condition of Employment

- Employment requires a 40-hour work week.
- Retention of a valid Driver's license.
- Probationary employment for one year.
- Mandatory annual physical examination by Department Physician.

Benefits

- Employee & dependent medical insurance (which includes dental, vision & prescription).
- Employee life insurance.
- Short-term and long-term disability insurance.
- District funded pension plan.
- Paid vacation and sick days.
- Sick leave incentive, holiday and longevity pay.
- Clothing/uniform provided within allotted allowance.
- Educational benefits available.

APPLICATION FOR EMPLOYMENT

CREVE COEUR FIRE PROTECTION DISTRICT

PRE-EMPLOYMENT QUESTIONNAIRE

EQUAL OPPORTUNITY EMPLOYER

PERSONAL INFORMATION

DATE _____

| | | | |
|------------------------|-------------|---------------------|----------|
| NAME (LAST NAME FIRST) | | SOCIAL SECURITY NO. | |
| PRESENT ADDRESS | CITY | STATE | ZIP CODE |
| PERMANENT ADDRESS | CITY | STATE | ZIP CODE |
| PHONE NO. () | REFERRED BY | | |

EMPLOYMENT DESIRED

| | | |
|---|--|----------------|
| POSITION | DATE YOU CAN START | SALARY DESIRED |
| ARE YOU EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO | IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| EVER APPLIED TO THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO | WHERE? | WHEN? |

EDUCATION HISTORY

INCLUDE FULL ADDRESS & PHONE NUMBER MONTH &

| NAME & LOCATION OF SCHOOL | YEARS ATTENDED | DID YOU GRADUATE? | SUBJECTS STUDIED |
|--|----------------|-------------------|------------------|
| GRAMMAR SCHOOL | | | |
| HIGH SCHOOL | | | |
| COLLEGE | | | |
| TRADE, BUSINESS OR CORRESPONDENCE SCHOOL | | | |

GENERAL INFORMATION

| | |
|--|------|
| SUBJECTS OF SPECIAL STUDY/RESEARCH WORK OR SPECIAL TRAINING/SKILLS | |
| | |
| | |
| U.S. MILITARY OR NAVAL SERVICE | RANK |

FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

INCLUDE FULL ADDRESS & PHONE NUMBER

| DATE MONTH AND YEAR | NAME & ADDRESS OF EMPLOYER | SALARY | POSITION | REASON FOR LEAVING |
|------------------------|----------------------------|--------|----------|--------------------|
| FROM | | | | |
| TO | | | | |
| FROM | | | | |
| TO | | | | |
| FROM | | | | |
| TO | | | | |
| FROM | | | | |
| TO | | | | |

INCLUDE FULL ADDRESS & PHONE NUMBER**REFERENCES** GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

| NAME | ADDRESS | BUSINESS | YEARS KNOWN |
|------|---------|----------|-------------|
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AUTHORIZATION

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

DATE _____ SIGNATURE _____

INTERVIEWED BY _____ DATE _____

_____ **DO NOT WRITE BELOW THIS LINE** _____**REMARKS**

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|-------------|-----------|-----------|-------------|--------------|
| NEATNESS | | CHARACTER | | |
| PERSONALITY | | ABILITY | | |
| HIRED | FOR DEPT. | POSITION | WILL REPORT | SALARY WAGES |

APPROVED: 1. _____ 2. _____ 3. _____
EMPLOYMENT MANAGER DEPARTMENT HEAD GENERAL MANAGER