St. John's Regional Fire Department
Policy and Operational Guidelines

Title: 01-02-04 Manager of Administration and Information Services

Document Type: Job Descriptions

Status:

Issued By: Director/Chief SJRFD

Index: 01 Organization
Section: 02 Department Job Descriptions
Title: 04 Manager of Administration and Information Services

Purpose

To outline the duties and responsibilities of the position of Manager of Administration and Information Services.

Background

This replaces POG #01-02-04, "Manager of Administration and Information Services", dated 2007/02/28.

Procedure

MANAGER OF ADMINISTRATION AND INFORMATION SERVICES

Responsibilities:

Reporting to the Fire Chief (Director), this position is an administrative, technical and supervisory role. This position is responsible for the application of management study techniques to a variety of management and operational systems including daily administration and maintenance of computerized Employee Leave System; maintenance of enhanced Computer Aided Dispatch (CAD) System; and Fire Department Management Information System (FIRES) as it relates to the SJRFD. The incumbent is required to be on stand-by

outside normal working hours including weekends.

Duties:

a. Supervises and directs clerical staff of the St. John's Regional Fire Department (SJRFD).

b. Conducts managerial and operational studies of systems and procedures through observations and analysis of personnel and work procedures. Reviews and develops new methods of operation to increase effective and economy of operation.

c. Records and monitors all approved and accrued leave. Monitors attendance records to determine excessive lost time or establishment of patterns.

d. Acts as Budget Manager for the SJRFD, in which responsibilities include preparing, compiling and entering the budget information into a computerized system, and ensuring that adequate funding is available upon request.

e. Conducts constant monitoring of the SJRFD's budget, which includes completing variance reports and reallocation of funds, if required, and assigning proper budgetary accounts. Provides quarterly reports to SJRFD senior staff with recommendations for corrections as required.

f. Prepares miscellaneous reports and correspondence for the SJRFD.

g. Administers and maintains all information pertaining to all departmental pension plans as appropriate. Compiles and calculates all correspondence to employees and departmental pension plans as appropriate concerning pension information.

h. Prepares, or reviews, tender documents for purchases, assists in decisions concerning the awarding of tenders and completes necessary documentation for the Infinium Computer Program once the tender is awarded.

i. Trains staff, in conjunction with the IT Department at the City of St. John's, who are assigned to different computer modules, including the 911 Communication Center, Fire Suppression, Fire Prevention, Training and Administrative personnel.

j. Administers security for SJRFD users to ensure information is restricted to authorized personnel. In conjunction with the IT Department with the City of St. John's, solves any problems that relate to data integrity and hardware/software purchases and programs required for the SJRFD.

k. Oversees the operations and maintenance of a computerized Recording System for the 911 Communication Center.

l. Represents the SJRFD as a Duty Officer (Communications) in assistance to the Fire Chief

(Director) when the Emergency Operations Center (EOC) is in operation.

m. Supervises and maintains all data files on the CAD System to ensure street names, business names, hydrant locations, and other municipal information are passed on to the SJRFD in a timely manner to ensure efficiency of the CAD System. Information required is obtained by liaisons with various Municipalities and Agencies.

n. Acquires a good working knowledge of all programs and policies pertaining to the SJRFD, City of St. John's, Provincial Government Pension Plan, and SJRFD Acts and Regulations, to assist in the development of SJRFD Policies and Procedures.

o. Oversees the condition, maintenance of fitness equipment through the Assistant Fire Equipment Technician and makes recommendations regarding replacement of fitness equipment located in SJRFD stations, to the Fire Chief (Director).

m. Acts as a member of the Management Negotiation Team as required by the Fire Chief (Director).

n. Other related duties as assigned by the Fire Chief (Director) or designate.

Approvals
Director/Chief of SJRFD

Approval Date
2015/09/16

Revision Date

Rescind Date

Responsibility
St. John's Regional Fire Department

POG # 01-02-04
Approved By:

Jerry F. Peach
Fire Chief
(Director of Regional Fire & Emergency Services)

Sept 16/2015
Date