

FIRE DEPARTMENT
SANTA CLARA COUNTY

DIRECTOR OF BUSINESS SERVICES

DEFINITION

The classification of Director of Business Services is a high-level staff position responsible for managing and overseeing all fiscal functions of the Santa Clara County Fire Department related to accounting, financing, budgeting and purchasing, including the administration of employee benefits, workers' compensation, and unemployment insurance plans. The incumbent is responsible for conducting financial feasibility studies related to programs, annexations, mergers, and contracts to provide fire services.

Work is performed under the administrative direction of the Fire Chief or designee in accordance with applicable federal, state, county and district laws, regulations, ordinances and policies.

This is a single position class that is designated as an at-will, Fair Labor Standards Act exempt, executive management position in the Unclassified Service. The Director of Business Services is designated in CalPERS as a Miscellaneous classification.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from others constituting the principal management staff of the Department by its specialization in business management functions. This position exercises direct and indirect supervision over professional, technical and clerical staff.

The Director of Business Services is distinguished from the lower administrative classification of Deputy Director of Business Services in that the latter manages the daily operations of Business Services, the supervisors and their functions, and acts as second-in-command of the Business Services division.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Manage and oversee all fiscal and related activities of the Department, including accounting, budget, and purchasing.
- Confer with the Fire Chief or designee in the strategic development of policy, program, and long-range planning, and implement these through the direct performance of work or through an assigned staff or consultants.
- In conjunction with professional accounting staff as appropriate, develop and implement financial accounting systems in accordance with generally accepted accounting principles (GAAP) to meet Department needs, including payroll, accounts payable/receivable, fixed assets, and self-funded programs.
- Prepare the annual preliminary Department budget and submit it to the Board of Supervisors on behalf of the Fire Chief or designee.
- Oversee the purchasing of equipment and materials. On recommendation of bidding officer, award bids and approve payments.

EXAMPLES OF DUTIES (continued)

- Develop and implement records systems designed to collect and produce data on such matters as personnel utilization, personnel costs, equipment replacement and revenue and expenditure levels.
- Oversee various actuarial studies including those related to the self-funded workers' compensation and medical insurance plans.
- Provide information and assistance to other Department operating units regarding fiscal and related matters.
- Design and administer employee benefit plans.
- Conduct statistical studies and prepare reports regarding fiscal and related business.
- Coordinate and liaise with appropriate officials at the County of Santa Clara on Department business as directed by the Fire Chief or designee.
- Supervise and evaluate the work of assigned staff, and determine training needs as necessary.
- Represent the Department as a member of the management team in contract negotiations with the bargaining unit.
- Oversee annual financial audit performed by contracted auditing firm.
- Design and administer risk management programs.
- Oversee construction agreements and vendor contracts.
- Represent the Department on various interagency committees or cooperative programs.
- Perform other duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience: A bachelor's degree from an accredited college/university with a major in accounting, business administration or public administration, including or supplemented by advanced course work in accounting, and five years of professional-level experience in responsible accounting work.

Highly Desirable: A Certified Public Accountant license is highly desirable.

Knowledge Of:

- Accounting principles and practices and their application to governmental accounting, including FLSA and California Labor Code payroll requirements.
- Governmental budgeting.
- Principles and applications of information systems and applicable programs.
- Principles and practices of purchasing and inventory control.

Knowledge Of: (continued)

- Operation, use, and applications of computer systems and application software.
- Principles and practices of management, organizational and systems analysis, and research methods.
- Application of statistical and analytical techniques.
- Principles of collective bargaining.
- Department regulations and operational procedures, and applicable local, state, and federal regulations.
- Principles of administration, supervision, and office operation.

Ability To:

- Effectively administer all aspects of the Department's fiscal operation.
- Effectively select, manage, and develop personnel.
- Accurately interpret and explain Department policies and regulations.
- Exercise independent judgment in areas of responsibility within established policies.
- Administer contracts and programs.
- Prepare and present a variety of reports, correspondence, and statistical charts and graphs in a clear, concise and effective manner.
- Communicate effectively in writing and verbally.
- Establish and maintain effective working relationships with those contacted in the course of work.

Working Conditions/Physical Demands: Work is generally performed in an office environment; contact with employees, retirees, vendors and the public. The position requires prolonged sitting and intermittent standing, walking, reaching, twisting, turning, kneeling, bending, squatting, stooping, grasping, and repetitive and fine coordination hand movement. The incumbent must be able to lift, push, and pull files, paper and documents weighing up to 25 pounds.

Required License: Possession of a valid, appropriate state of California driver's license.

Pre-Employment Requirements: The candidate must pass a background check, Live Scan fingerprint and psychological examination, and complete a medical examination.