

Attachment B

City of Stockton

FIRE SERVICES ADMINISTRATOR

DEFINITION

Established:	12/16/2025
Resolution:	CC25-
Spec Adopted:	
To CSC:	
Unit:	Unrepresented/MV
Employment Status:	At-Will
FLSA Status:	Exempt
CS Status:	Classified

Under administrative direction, plans, organizes, and directs, through subordinate supervisors, the Administrative Bureau of the Stockton Fire Department; assists the Fire Chief in the oversight, protection, and maintenance of budget controls; performs complex accounting functions, and critical and sensitive administrative, systems, statistical, and other management analyses in support of activities and functions in the Fire Department; assists in the development and implementation of policies and procedures; and performs related work as assigned.

CLASS CHARACTERISTICS

This single position, non-sworn classification is assigned to the Administration Bureau of the Fire Department. The incumbent is responsible for the Fire Department's budget, finance and assigned administrative staff, developing goals and objectives, administering the annual budget and grant funding, and managing the day-to-day activities of the Administrative Bureau. Assignments allow for a high degree of administrative decision making when representing the department in meetings with other agencies, boards and commissions, and community groups. This is the highest civilian level classification in the Fire Department.

PRINCIPAL DUTIES (Illustrative Only)

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

- Plans, organizes, coordinates, administers, directs, and evaluates assigned staff and the work of the Administration Bureau of the Fire Department.
- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the bureau; develops and implements management systems, procedures, and standards for program evaluation.
- Oversees and is responsible for Fire Department financial operations; provides administrative management support to the Fire Department.
- Plans, delegates, and oversees the execution of assigned programs and activities; monitors progress and developments, evaluates their impact, and implements policy and procedure improvements.
- Advises Fire Chief on policy considerations involving financing or having financial impact, related to grants, lobbyist work, funding priorities, Council priorities and department initiatives.
- Identifies problems, determines analytical approach, obtains and analyzes necessary information, evaluates alternative courses of action and makes recommendations regarding such areas as organizational structure, staffing, facilities, equipment, cost analysis, productivity, and policy or procedure modifications.
- Prepares reports of study conclusions; develops implementation plans and assists in implementing policy and procedural modifications.
- Interprets departmental and City policies and procedures for staff; ensures compliance of

- bureau activities to pertinent codes, regulations, and guidelines.
- Maintains liaison with representatives of the various City departments.
- Analyzes current and historical trends, determines variances and recommends improved cost effectiveness; prepares requests for grant funds and directs the maintenance of appropriate records.
- Represents the department when conferring with representatives of other governmental agencies, community groups, boards and commissions, vendors, and others.
- Provides professional assistance to others on administrative and analytical matters.
- Makes presentations of the department financial status and operations; prepares technical reports, correspondence, and other written materials.
- Represents the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Fosters an environment that embraces integrity, service, inclusion and collaboration.
- Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and methods of administration, organizational, economic, and procedural analysis;
- Public administration and management principles and practices, including organization, structure, and functions of a municipal government;
- Budgetary and financial record keeping principles and practices;
- Fire, EMS, and emergency communications laws and regulations, including local LEMSA protocols; NFPA codes and standards; and related local, state, and federal mandates governing fire protection, emergency medical response, dispatch operations;
- Business computer user applications, particularly as related to statistical analysis techniques and formulae;
- Organizational planning techniques, including staffing, goals, objectives, and work standards development; and
- Effective written and verbal presentation skills.

Skill in:

- Planning, organizing, and directing a wide variety of financial and budgetary activities;
- Analyzing complex and sensitive administrative, operational, economic, political, and organizational problems; evaluating alternative solutions, and reaching sound conclusions;
- Collecting, evaluating, and interpreting varied information and data to provide recommendations for improvements;
- Interpreting and applying laws, regulations, policies, and procedures;

- Planning, organizing, directing, coordinating, and evaluating the work of a large group of employees through subordinate supervisors;
- Developing and implementing goals, objectives, policies, procedures, work standards, and supervisory controls;
- Preparing clear, concise, and complete reports and other written materials;
- Coordinating multiple projects and meeting critical deadlines;
- Exercising sound independent judgment within established guidelines;
- Selecting, motivating, and disciplining staff and providing for their training and professional development; and
- Representing the City effectively in meeting with governmental agencies, community groups, boards and commissions, and the public.

Education:

Possession of a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or a closely related field.

Experience:

Five years of increasingly responsible administrative or financial management experience, including at least three years in a civilian supervisory or management capacity within a fire service, emergency communications, or emergency medical services (EMS) environment. Possession of the Fire & Emergency Services Analyst (FESA) credential is highly desirable.

Other Requirements:

- May be required to participate in the California Fire Chiefs Association's Administrative Fire Services Section or other recognized professional development forums to maintain current knowledge of emerging legislation, best practices, and administrative trends affecting fire and emergency medical services.

Physical/Mental Abilities:

- Mobility - Frequent sitting for long periods of time while operating a keyboard; occasional standing and walking;
- Lifting - Occasional lifting of 10 pounds or less;
- Vision - Constant use of overall visual capabilities; ability to read and produce printed material and information displayed on a visual display terminal;
- Dexterity - Frequent holding, grasping, repetitive motion and writing;
- Hearing/Talking - Constant hearing and talking of normal speech, frequently over noise, in person, by telephone, and in group settings;
- Special Requirements - May require weekend or evening work; may need to respond to emergency situations;

- Emotional/Psychological - Constant concentration; frequent public contact; occasional to moderate working alone;
- Environmental Conditions - Occasional to frequent exposure to noise, outdoor conditions;
- Working Conditions - Typically moderately quiet, but may be loud at times; and
- Mental - Ability to understand, remember and apply oral and/or written instructions or other information; ability to make informal presentations, inside and/or outside the organization; ability to speak before groups.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirement of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

APPROVED:

ROSEMARY RIVAS
DIRECTOR OF HUMAN RESOURCES

DATE: _____