



**FORT MYERS BEACH FIRE DEPARTMENT  
JOB DESCRIPTION**

<b>Position Title:</b>	Human Resource and Payroll Specialist	<b>Reports To:</b>	Director of Financial and Administrative Services
<b>Position Status:</b>	Full-Time Paid "At Will"	<b>Effective Date:</b>	November 1, 2018
<b>FLSA Classification:</b>	Non-Exempt	<b>Approved:</b>	

This position description is established by the Fort Myers Beach Fire Department (FMBFD or "Department") to outline the basic requirements, duties and general responsibilities of the Human Resource and Payroll Specialist position. This position is "at-will," which means the Fire District may terminate the employment relationship at any time and for no reason, subject only to the requirements of Federal, State, and local law. Similarly, the employee may terminate the employment relationship for no reason at any time.

**SUMMARY OF POSITION:**

Under the supervision of the Director of Finance and Administrative Services, the Human Resource and Payroll Specialist works a schedule determined by the Director of Finance and Administrative Services consisting of approximately forty (40) hours a week, unless otherwise dictated. The Human Resource and Payroll Specialist works as a team member in the coordination and execution of department administrative responsibilities. The position requires significant self-starting ability, organization, computer skills, and a family and team attitude toward the execution of public safety at all levels.

**REPORTING RELATIONSHIP:**

The Human Resource and Payroll Specialist works under the direct supervision and guidance of the Director of Finance and Administrative Services. The Human Resource and Payroll Specialist does not fill a supervisory role.

**SPECIFIC POSITION DUTIES AND RESPONSIBILITIES:**

Administrative and Financial

1. Performs a variety of clerical, secretarial, and administrative work.
2. Performs a wide variety of tasks and provides support to various Divisions such as EMS, Training, Prevention, Administrative Services, and Operations. (i.e. Tracking and Updating Target Solutions, File of Life, Special Events, etc.)
3. Assist with accounts payable processes such as, but not limited to; tracking packing slips and matching to invoices, entering and coding invoices, distributing invoices for signatures, printing and processing checks, contacting vendors, etc.
4. Assist in the coordination of Purchase Requests, Purchase Orders and purchasing packets.
5. Decipher information and transcribe to specific documents.
6. Perform payroll processes by reconciling time entries and reporting communications, finalizing time entries, extracting time entries, and entering or reviewing payroll data entry.
7. Record payments and update data tracking.
8. Process bank deposits as needed or requested.
9. Assist members with personnel file reviews on request.
10. Clean and confirm professional presentation of department facilities when assigned.

*The District reserves the sole right to amend, modify, rescind, delete, supplement, or add to the provisions of any policy and or procedure as deemed necessary.*



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11. Assist administrative staff with special projects as assigned.
12. Assist in printing and compiling Board of Commissioner packets and delivery when requested.
13. Attend meetings such as, but not limited to; Safety Committee meetings, Administration meetings, etc. and responsible for transcribing meeting minutes when requested.
14. Non-routine after hour response in times of significant emergency incidents to assist when assigned.
15. Assists in the procurement of department materials and supplies.
16. Facilitate maintenance of office machines as required.
17. Compose, type, and edit correspondence, reports, minutes, memoranda, meeting agendas, SOP's, and other material requiring judgment as to content, accuracy, and completeness.
18. Assist with public records requests and responsible for processing attorney requests for transport reports.
19. Perform tasks related to community and District events such as creating invitations, ordering supplies, and assisting in the organization of events.
20. Assist in the hiring process by corresponding with applicants, assisting with the testing process, recording applicants' information, and reviewing applications for required information and accuracy.

Human Resource

1. Manage worker's compensation claims and provide assistance to members as needed.
2. Provides internal investigation support when requested.
3. Responsible for documentation management, external support coordination, evaluation/performance management system coordination, promotional announcements and logistics, and developmental path/pay scale assessments.
4. Maintain employee benefit programs and inform employees of compensation and benefits; assesses benefit needs and trends to make recommendations to senior staff.
5. Monitors and verifies selection and hiring procedures to ensure compliance with Federal, State, and Local laws and regulations, (i.e., ADA, FMLA, FLSA, EEO, Title VII laws, Veterans Administration, Department of Homeland Security Immigration and Customs Enforcement (ICE), and Social Security Administration (SSA) requirements).
6. Provide compensation and other studies as needed.
7. Research, develop, and prepare grant applications or funding requests.
8. Consistently and correctly follow the District's rules, policies and procedures.
9. Ensure complete, accurate, and timely preparation and maintenance of District records and reports.
10. Consistently promote a professional image of the District at all times.
11. Perform such other duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Working knowledge of public administration practices and procedures, District organization and functions, human resource principles and practices, intergovernmental relationships theory and principles of local, state, and federal levels.



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2. Demonstrate ability to recognize research methods and techniques utilized to assemble, organize, and present written or oral form, statistical, financial, or factual information derived from a variety of sources.
3. Ability to become knowledgeable of laws, ordinances, and other requirements governing special districts and local governments.
4. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices, above average skills in Microsoft Office, Word, Excel, and Outlook, as well as ability to operate budgeting software.
5. Skill in operation of common office tools and equipment.
6. Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.
7. Possess and demonstrate a comprehensive knowledge of the District's rules, policies and procedures.
8. Continually support a motivational atmosphere for all department members.
9. Demonstrate a courteous and professional manner to the public, paying particular attention to personal hygiene and cleanliness. Maintain composure and a professional attitude under stressful conditions. Demonstrate mature, professional, and appropriate conduct at all times and in all places, employing ethics, integrity, honesty, and a cooperative teamwork atmosphere.
10. Demonstrate ability to create a work environment in which employees can be open and at ease with each other. Ability to promote and maintain a positive, effective team environment. Ability to establish and maintain harmonious relationships and mutual respect among team members.
11. Demonstrate ability to recognize and accept constructive criticism. Utilize training, direction, delegation, and accountability to improve team skills. Provide assistance to team members in resolving conflicts. Encourage individual initiative.
12. Demonstrate ability and initiative for continual self-development; work with team members in preparing and implementing realistic self-development plans; support appropriate job changes and promotions.
13. Demonstrate consistent ability to work as needed to achieve results and/or meet targets within established time frames.
14. Demonstrate sound judgment and the ability to receive feedback and suggestions, initiating regular discussions with team members.
15. Demonstrate effective listening and speaking skills. Produce clearly organized and easily comprehended written communications. Maintain an open line of communication with superiors and team members.
16. Proficient in setting goals, receiving delegated tasks effectively without close supervision, and contributing with new ideas.



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- 17. Schedule work for the most efficient and effective performance of activities, and elimination of unnecessary activities. Handle multiple responsibilities simultaneously, prioritize responsibilities appropriately, and perform responsibilities in a thorough and timely manner.
- 18. Demonstrate ability to meet performance or quality control standards. Ability to deliver results, set control parameters in terms of time, dollars, and budgets.
- 19. Ability to adapt to necessary changes in operations; willing to try new ideas.

**QUALIFICATIONS:**

**Experience:**

- 1. Five (5) years of full-time experience in an administrative role for a public institution, special district, or similar organization.
- 2. Must be 21 years of age.

**Education:**

- 1. Associate Degree from a regionally accredited institution, with a Bachelor degree preferred.
- 2. Ability to obtain Professional Human Resource (PHR) Certification or similar within two (2) years of hire.

**Certificate or Licenses:**

- Must satisfy, maintain, and keep current all District, State, and Federal Certifications and/or Licensure requirements for the following:
- 1. Must possess, or be eligible to obtain within 30 days of appointment to the position, and maintain a valid Florida driver's license.

*A combination of education, training, and experience, which provides the required skills, knowledge, and abilities, may be considered in qualifying a candidate.*

**PHYSICAL, MENTAL, ENVIRONMENTAL AND OTHER REQUIREMENTS:**

**Physical Requirements:**

- 1. Auditory – Ability to understand and follow oral instructions in the English language.
- 2. Verbal – Ability to participate in routine conversation in person or via telephone in the English language.
- 3. Visual – Must be able to distinguish circumstances/situations, written materials and other details concerning District facilities.



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**Environmental and Other Requirements:**

1. This position requires work in a variety of locations and conditions, including office areas.
2. A large portion of this position will involve sedentary, administrative work in an office environment.
3. This position requires the ability to read, write, speak, and understand the English language at a level adequate to perform the job.

**RELATIONSHIPS:**

1. Co-workers and Firefighters - Daily interactions to facilitate the coordination of daily operations and staffing, exchange of information to complete administrative and operational tasks related to fire stations and district buildings, manage program needs, purchases, inspection assignments, and documentation.
2. Fire Department Officers - Multiple daily interactions by telephone, written computer communication (E-mail) and personal contact - coordination of daily company staffing, coordination of unit status and distribution, exchange of information.
3. Chief Officers- Multiple daily interactions by telephone, personal contact, written computer communication (E-mail), processing of personnel issues, exchange of information, and incident management operations.
4. Other contacts as assigned, required, or needed.

**SUMMARY:**

This Job Description illustrates examples of duties, jobs, skills, and knowledge an employee should have to be successful in this position. Employees in this job classification can and should expect to perform job-related responsibilities and tasks not enumerated in this job description.

Incumbents are advised the essential functions and requirements contained herein are subject to change at the discretion of the Fire Chief to meet the needs of the District.

This job description should not be interpreted as all-inclusive or as an employment agreement between employer and employee.

Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform functions or requirements due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.



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**ACKNOWLEDGEMENT:**

I acknowledge receipt of this position description and agree to perform within the parameters established.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Print Full Name)

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Date