

The Fort Myers Beach Fire Department
is seeking qualified applicants for the
position of

**HUMAN RESOURCE &
PAYROLL SPECIALIST**



Final Date for Submittal: December 7, 2018 at 4:00 pm
Fort Myers Beach Fire Department
100 Voorhis Street, Fort Myers Beach, Florida 33931

Shaping Our Community Through Excellence



The Fort Myers Beach Fire Department

The Fort Myers Beach Fire Department is located in Southwest Lee County, Florida, covering the islands of Estero and San Carlos, as well as nearby areas. Our team provides services to a population of approximately 9,000 full time residents, over 40,000 peak season residents, and over 1.8 million visitors each year. In addition to a significant population increase in peak season, Estero Island is a well-known and highly frequented Spring Break destination for visitors around the world. The Fort Myers Beach Fire Department covers a 10 square mile area out of 4 facilities strategically placed within the District, as well as responds to many areas of Southwest Florida through an automatic aid and closest unit response system.

The Department began as a volunteer fire department in 1949 by the Beach Improvement Association, Inc. The Department incorporated as the Fort Myers Beach Fire Control District in 1950 with an estimated population of only 2,500 residents. Since, the Fort Myers Beach Fire Department has become a full-service career and emergency response organization protecting the residents and visitors of this highly sought after and growing location.



The Fort Myers Beach Fire Department provides a variety of services to include a multitude of fire suppression activities, Emergency Medical Advanced Life Support (ALS) on all apparatus, ambulance transport, technical rescue, hazardous materials incident response, and a variety of other emergency and non-emergency services.

The Department's total annual operating budget is approximately \$14,000,000, and total expenditures and designated funds are approximately \$20,000,000, which is primarily funded through property tax collection, fees for services, and impact fees.



Organizational Structure

The Fort Myers Beach Fire Department is a Special District of Florida, which operates by the governance and leadership of a five-member Board of Fire Commissioners. The Board of Fire Commissioners are residents elected by the Community to serve the District for a four-year term. The Board works with the Fire Chief and Administrative staff in establishing vision for the organization, strategic and long range planning objectives, as well as overseeing financial activities.



The Fort Myers Beach Fire Department uses a variety of positions to achieve the mission of serving our residents and visitors alike in any time of need. Our staffing structure includes a variety of operational, command staff, and administrative positions that operate on a full-time basis.

| | | |
|---------------------------------|-------|-----------|
| Firefighters & Paramedics | | 28 |
| Driver Engineers | | 9 |
| Lieutenants & Captains | | 9 |
| Life Safety Services Staff | | 5 |
| Administrative & Support Staff | | 5 |
| Battalion Chiefs | | 3 |
| Division Chiefs | | 1 |
| Assistant Chiefs | | 1 |
| Executive Assistant Fire Chiefs | | 2 |
| Fire Chief | | 1 |
| Total Personnel | | 64 |



Branches, Divisions & Programs

The Fort Myers Beach Fire Department is organized into major branches, divisions and programs to achieve the maximum benefit in all aspects of resident and visitor needs. Fort Myers Beach Assistant Chiefs, Directors, and Division Chiefs oversee specific organizational branches, divisions, and programs while working together in achieving the organization's operational and administrative goals.

Operations Branch

The Fort Myers Beach Fire Department Operations Branch manages all operational aspects of the organization, to include emergency response, training, emergency medical services, apparatus, and equipment. The Operations Branch is overseen by an Executive Assistant Fire Chief, who works closely with the Assistant Chief of Training, Education and Safety, Division Chief of Emergency Medical Services, Battalion Chiefs, Captains, Lieutenants, Driver Engineers, Paramedics, and Firefighters to execute the operational mission of the organization.



Training Division

The Fort Myers Beach Fire Department Training Division coordinates and manages all initial, ongoing, and advanced level training. This includes development programs for the Firefighter, Driver Engineer, and Fire Officer. This division also manages all State and nationally required certifications. The Training Division coordinates promotional processes, hiring processes, and major incident reviews for the organization and other involved emergency service agencies.

Emergency Medical Services (EMS) Division

The Fort Myers Beach Fire Department EMS Division's responsibilities include the management and planning of all levels of EMS delivery to include Advanced Life Support (ALS) transport ambulances, as well as fully staffed ALS fire apparatus to ensure ALS care is provided by the closest unit responding. The EMS Division also oversees EMS education, training, equipment, supplies, and administration of all medical services.



Life Safety and Support Services Branch

The Fort Myers Beach Fire Department Life Safety & Support Services Branch is overseen by an Executive Assistant Fire Chief, and provides all prevention, community education, risk reduction, and code enforcement to our community. This includes fire and life safety inspectors, as well as oversight of the plans review process for structures.

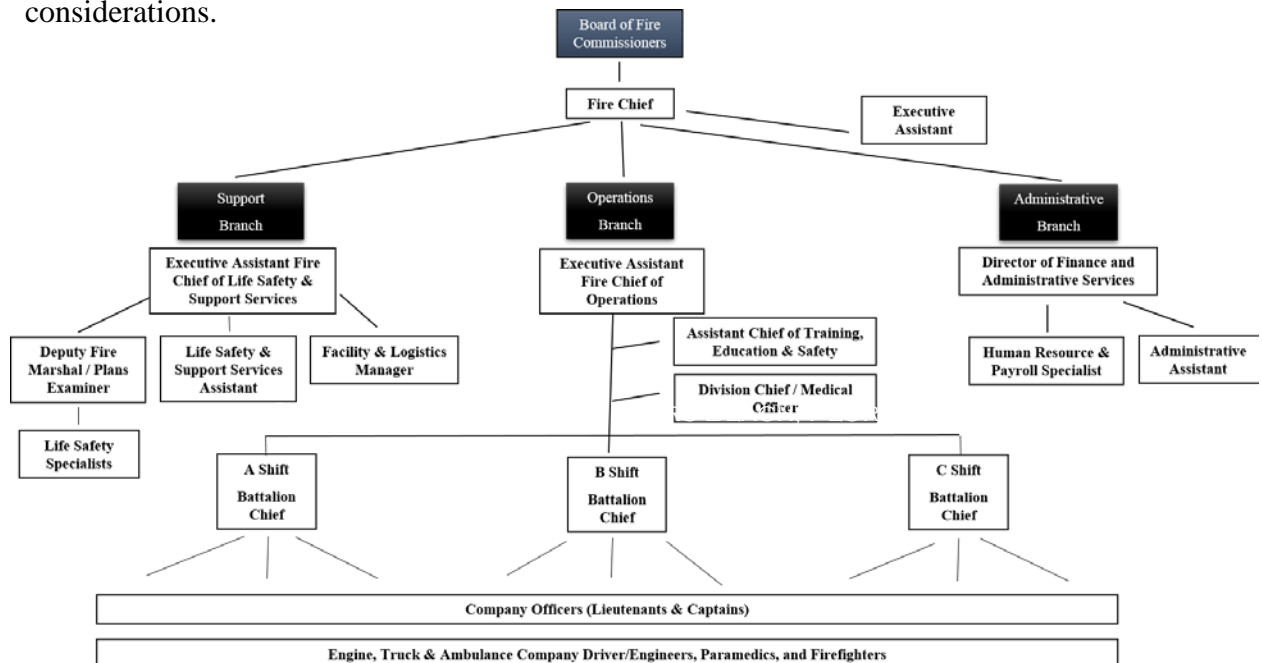
This Branch also provides a variety of community outreach functions to educate our community, keep children safe in our schools, and much more. Our Life Safety & Support Services Branch houses the Office of the Fire Marshal, which in addition to code enforcement and inspection programs, provides fire investigation services and public information.

Finally, this Branch oversees the many logistical components of our organization. This includes facilities and grounds, information and technology, as well as supplies and materials.

Administration

The Administrative Branch is overseen by the Director of Finance and Administrative Services and provides support to all Fort Myers Beach Fire Department divisions and programs through document and policy management, benefit administration, purchasing processes, and budgeting. The administration also provides the organization's Human Resources department, risk management coordination, and Strategic Planning Section.

The Fire Chief works with the Board of Fire Commissioners, administrative staff, legal counsel, accountants, and fire department officers to oversee Department functions. The Office of the Fire Chief also manages public records and the logistical components of the Board of Fire Commissioners. The Fire Chief serves as the direct liaison to the Board of Fire Commissioners by managing documentation, resolutions, meeting preparation, and other administrative considerations.





FORT MYERS BEACH FIRE DEPARTMENT

HUMAN RESOURCE & PAYROLL SPECIALIST

The Position of Human Resource & Payroll Specialist

Performs a variety of clerical, secretarial, and administrative work. Ability to decipher information and transcribe to specific documents. Assist administrative staff with special projects as assigned.

Assist with payroll processes by reconciling time entries and reporting communications, finalizing time entries, extracting time entries, and entering or reviewing payroll data entry. Process bank deposits as needed or requested.

Assist members with personnel file reviews on request. Non-routine after hour response in times of significant emergency incidents to assist when assigned.

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. Ensure compliance with Federal, State, and Local laws and regulations.

Assist with worker's compensation claims and provide assistance to members as needed. Maintain employee benefit programs and inform employees of compensation and benefits.

Responsible for evaluation/performance management system coordination, promotional announcements and logistics, and developmental path/pay scale assessments.



Minimum Requirements:

- Must be at least 21 years of age.

Education:

- Must possess an Associate Degree from a regionally-accredited institution, with a Bachelor degree preferred.

Experience:

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

Certificate or Licenses:

- Florida Driver's License (or eligible to obtain within 30 days of employment)
- Ability to obtain Professional in Human Resources (PHR) certification or similar within two (2) years of hire.

*See the Human Resource
& Payroll Specialist
Position Description on our website:
www.FMBFire.org
for further requirements*

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



Compensation and Benefits

- **The current annual estimated Human Resource and Payroll Specialist Compensation Package is valued at \$75,740 to \$93,700.**
(The Above Includes: Base Salary, Family Health, Dental & Vision, Florida Retirement Service District Contribution, Short and Long Term Disability)
- **Base Pay:** The base Human Resource and Payroll Specialist Salary is \$45,893 to \$60,575 with a **Starting Pay Range of:** \$45,893 to \$49,563.
- **Employee and Family Healthcare:** The Department is proud to provide 100% Employee Healthcare and Full Family Health, Dental and Vision coverage at an employee co-share of 10% of dependent coverage valued at an average of \$20,270 annually before co-pay. The Department also provides a pre-tax plan for the cost of medical related expenses through a Flexible Spending Account (FSA) under the Internal Revenue Service Section 125 Plan.
- **Retirement:** An excellent retirement plan is provided by the Department through the Florida Retirement Services (FRS). The employee contributes 3% of wages, and the Department contributes 8.26% of gross salary, equaling a total contribution of 11.26%. Additional retirement plans are available in the form of a 457 Deferred Compensation Plan as a deduction from employee pay.
- **Personal Paid Leave (PPL):** PPL, Holiday Pay, and other benefits can be found in the Non-Management Benefits Package.
- **Education, Development and Training:** Education, Development, and Training is highly encouraged by the Department and funded for the employee through a rewarding Education Plan.

Further benefit and salary information, as well as a position description, is available upon request.

This document does not facilitate an agreement, promise, or guarantee regarding its contents.

Equal Opportunity Employer/Drug-Free Workplace/At-Will Employer/Veterans Preference



FORT MYERS BEACH FIRE DEPARTMENT

HUMAN RESOURCE & PAYROLL SPECIALIST

The Application Process

Applications are available online at www.fmbfire.org, and at the Fort Myers Beach Fire Department Administration offices located at 100 Voorhis Street, Fort Myers Beach, Florida 33931.

Applications must be filled out completely, to include any identified supplemental information. Incomplete applications will not be accepted. The position may remain open until filled; however, the first round of applications must be received by **4:00 pm Eastern Standard Time, on December 7, 2018**. Submittal of applications can be via e-mail, US Postal Service (or equivalent), and in person. To submit your application online, please send your completed application with all required certifications and supplemental documentation to Apply@FMBFire.org.

The organization will screen applications as they are received and will notify the candidate of receipt. All application information will remain confidential and references will not be contacted until finalists are chosen, except where law prohibits. All dates are subject to change.

Process Specifics

Candidates who successfully meet all requirements will be contacted and invited to attend an interview and assessment process.

Further date notifications and scheduling will be made after application.

Persons needing an accommodation to apply should contact the Fort Myers Beach Fire Department Administrative Office at 239-590-4200.

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