District Administrator

1206.1 DESCRIPTION

Job Title:District Administrator

Supervisor: Deputy Fire Chief

Position Classification: Civilian, Supervisory

Employment Status: Full-Time, Salaried, Exempt

Version: October 2026

1206.2 GENERAL SUMMARY

The District Administrator manages the District's daily business and administrative functions, including finance, payroll, employee benefits, human resources administration, records compliance, Board of Trustees support, and public information coordination. The position reports to the Deputy Fire Chief and serves as a member of the District's Command Staff.

The District Administrator performs both management and direct administrative duties according to District staffing needs. When the Business Administration Specialist position is unfilled, the District Administrator assumes those responsibilities, including payroll processing, accounts payable, billing, accounts receivable, reconciliations, reception, general office support, and District event coordination.

The District Administrator supervises assigned personnel, including the Business Administration Specialist, Administrative Support Specialist, and other business support staff. The position establishes work priorities, reviews performance, develops staff, maintains consistent procedures and continuity of business operations.

Under the direction of the Deputy Fire Chief's oversight, the District Administrator implements administrative priorities, monitors financial and business processes, and coordinates support for District personnel and programs. The District Administrator contributes to organizational planning and recommends improvements to policies, systems, and resource use.

1206.3 MINIMUM QUALIFICATIONS

- Must be at least 21 years of age.
- High school diploma or GED equivalent.
- Must possess a valid driver's license at the time of application, obtain a valid Utah Driver's License upon hire, and meet NTFD driving requirements.
- Associate's degree in accounting, finance, or a related field or an equivalent combination of education and progressively responsible administrative experience.
- Demonstrated leadership and supervisory experience, including assigning work, reviewing performance, and coordinating staff responsibilities.

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- Proficiency in Microsoft Office, including Word, Excel, Outlook, and PowerPoint.
- Experience compiling and managing data using spreadsheets, internal reporting tools, or digital records management systems.
- Knowledge of basic accounting principles and experience with payroll, employee benefits, accounts payable and receivable and financial reporting.
- Experience coordinating schedules, meetings, deadlines, and administrative projects.

1206.4 PREFERENCES

- Bachelor's degree in accounting, finance, business administration, public administration, or a related field.
- Experience in a fire district, special district, or municipal agency, including familiarity with fire/EMS operations and personnel scheduling.
- Experience preparing and monitoring budgets, coordinating audits, and preparing information for a Board or governing body.
- Familiarity with Utah Retirement Systems procedures, Utah special district requirements, GRAMA, records retention, and public meeting procedures.
- Enrollment in or completion of a Certified Public Manager (CPM) program, or relevant training in budgeting, payroll, human resources, or records management.
- Completion of, or progress toward obtaining, the Fundamental Payroll Certification (FPC), Associate Professional in Human Resources (aPHR), or a comparable professional certification.

1206.5 CONDITIONS OF EMPLOYMENT

- Must be legally authorized to work in the United States.
- Must successfully complete a criminal background check in accordance with District policy and applicable laws.
- Following a conditional offer of employment, must complete any pre-employment medical examination required for the position in accordance with District policy and applicable laws.

1206.6 ESSENTIAL FUNCTIONS

Leadership and Staff Supervision

- Manage daily business and administrative operations, implement priorities established with the Deputy Fire Chief, and participate in Command Staff planning and coordination.
- Directly supervise assigned administrative and public information personnel, including work schedules, assignments, performance evaluations, coaching, and recommendations concerning personnel actions.

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- Monitor workloads, deadlines, and work quality; identify delays or service gaps, resolve routine issues, and recommend process improvements to the Deputy Fire Chief.
- Maintain written procedures, cross-train staff, and coordinate coverage and succession planning to support continuity of business operations.
- Carry out delegated business management responsibilities during the Deputy Fire Chief's absence and keep the Fire Chief informed of significant issues through established reporting procedures.
- Directly perform the duties assigned to the Business Administration Specialist when that position is unfilled and provide coverage when assigned staff are unavailable. Complete required transactions, records, public assistance, and event arrangements within established deadlines and review and approval procedures.

Finance, Payroll and Benefits

- Manage payroll processing, employee benefits administration, retirement reporting, and related reconciliations; review accuracy and coordinate required approvals and corrections, with support from the Deputy Fire Chief as needed.
- Manage accounts payable and receivable, impact fees, financial records, and financial reporting; maintain appropriate review procedures and internal controls consistent with District policy and delegated authority.
- Assist the Deputy Fire Chief with the annual budget and long-term financial plan; compile departmental requests, maintain budget records, monitor revenues and expenditures, and report variances and projected needs.
- Oversee year-end reconciliations and preparation of audit schedules and supporting documentation; review staff work for accuracy and completeness and coordinate administrative preparation for financial audits and other reviews.
- Assist with audit responses, financial reviews, and special investigations as assigned; track corrective actions and report progress to the Deputy Fire Chief.
- Coordinate purchasing, vendor documentation, contracts, and capital project tracking within delegated authority; maintain records of approvals, expenditures, and project status.

Human Resources and Administrative Systems

- Manage human resources administration in coordination with the District's HR provider, including recruitment, onboarding, retention, employee changes, benefits, leave administration, and personnel records.
- Maintain personnel documentation, implement approved policies, and coordinate employee evaluation schedules; seek oversight, support, or leadership decisions from the Deputy Fire Chief as needed.
- Oversee administrative scheduling and meeting coordination performed by assigned staff; establish priorities and coordinate with supervisors to resolve scheduling conflicts and ensure appropriate coverage.

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- Coordinate administrative technology needs with service providers, maintain business systems documentation, and support authorized access and consistent use of financial and records systems.
- Monitor business licenses, administrative certifications, renewals, and reporting deadlines, and maintain calendars and supporting records for timely completion.

Policies, Records and Board Support

- Draft, maintain, and recommend revisions to policies, procedures, forms, and internal documentation; route proposed changes through the Deputy Fire Chief for appropriate review and approval.
- Prepare and coordinate agendas, Board packets, financial summaries, reports, and correspondence for review by the Deputy Fire Chief and/or Fire Chief; attend Board and public meetings as assigned.
- Oversee the preparation and maintenance of Board of Trustees meeting minutes, supporting documents, and required meeting records, ensuring accuracy, completeness, and compliance with applicable requirements..
- Represent the District in business and administrative matters as authorized and provide research, documentation, and follow-up for leadership decisions.
- Coordinate development of the District's Annual Report, including staff submissions, data collection, drafting, review, and publication under the Deputy Fire Chief's oversight.

Communications, Events, and Assigned Projects

- Supervise the Public Information Officer's assigned work and coordinate public information priorities, content review, and release with the Fire Chief or authorized designee in accordance with District policy.
- Oversee District event planning and coordination performed by assigned staff; establish priorities, approve plans and expenditures within delegated authority, and help resolve scheduling, staffing or resource conflicts.
- Lead assigned administrative projects from planning through implementation, track milestones and costs, identify delays, and report progress and recommended solutions to the Deputy Fire Chief.
- Oversee the maintenance and updates of the District's website and social media platforms, ensuring information is accurate, current, and consistent with District policies and approved messaging. Coordinate with the Public Information Officer and appropriate District personnel regarding public notices, District news, event information, and community outreach materials.
- Coordinate with Captains, the Fire Marshal, and other program leaders to provide business support, obtain required information, and complete shared assignments.

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1206.7 WORKING CONDITIONS

Work is primarily performed in an office environment within an operating fire station. Responsibilities may require visits to other District facilities, attendance at Board meetings, public meetings, community events, and other assigned activities. The work environment is generally quiet to moderate, with occasional exposure to apparatus noise and outdoor conditions.

The work schedule is established according to District needs and may require evening meetings, community events, or work outside regular business hours to address administrative or management responsibilities. Hybrid work arrangements may be permitted with District approval, subject to organizational needs.

This is a non-response position and does not require emergency scene response, incident command, or hazardous firefighting duties.

1206.8 PHYSICAL DEMANDS

The physical demands described here are representative of those required to perform the essential functions of this position, with or without reasonable accommodation.

Duties primarily involve prolonged sitting, frequent computer and telephone use, and regular communication with District personnel and the public. Occasional standing, walking, reaching, and lifting or moving office materials weighing up to 25 pounds may be required.

1206.9 COMPENSATION AND BENEFITS

This position is classified as a full-time, salaried, exempt employee of North Tooele Fire District. Compensation shall be established in accordance with District policies, applicable laws, and the annual budget approved by the Board of Trustees.

The employee shall be eligible for District benefits, including applicable leave, insurance, and retirement programs, in accordance with established District policies and benefit plan provisions.

Time worked and leave shall be accurately recorded in accordance with District policy. Any additional compensation or compensatory time shall be governed by applicable laws and District policies.

1206.10 DISCLAIMER

This job description is intended to describe the general nature and responsibilities of the position and is not an exhaustive list of all duties, responsibilities, or requirements. Additional duties may be assigned as necessary, provided they are consistent with the position's management responsibilities and non-response designation.

Nothing in this job description independently expands the authority of the District Administrator beyond District policies, authority delegated by the Fire Chief, or the authority of the Board of Trustees.

This job description does not constitute an employment contract or alter the at-will nature of employment with the District.

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