

MONTECITO FIRE PROTECTION DISTRICT
AGENDA FOR THE PERSONNEL COMMITTEE MEETING

Montecito Fire Protection District Headquarters

595 San Ysidro Road

Santa Barbara, California

November 13, 2013 at 10:30 a.m.

Agenda Items May Be Taken Out Of The Order Shown

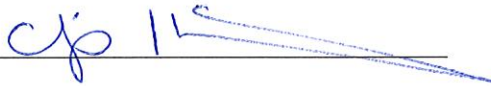
1. Public comment: Any person may address the Board at this time on any non-agenda matter that is within the subject matter jurisdiction of the Montecito Fire Protection District; 30 minutes total time is allotted for this discussion.
2. Review proposed changes to Accountant Job Description and provide direction.
3. Requests for items to be included for the next Personnel Committee Meeting.

Adjournment

This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of the posting is November 8, 2013.

MONTECITO FIRE PROTECTION DISTRICT

By _____



Chip Hickman, Fire Chief

Note: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District office at 969-7762. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements.

Materials related to an item on this agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the Montecito Fire Protection District's office located at 595 San Ysidro Road during normal business hours.

MONTECITO FIRE PROTECTION DISTRICT ACCOUNTANT

DEFINITION:

Under supervision of the Fire Chief, performs accounting work, including the examination, analysis, maintenance, reconciliation, and verification of financial records; human resource; prepares payroll and processes accounts payable; prepares an annual budget and monitors the financial functions of the District; performs other duties as assigned; may handle material of a confidential nature.

COMPENSATION & BENEFITS:

A salaried, non-exempt position covered by the Memorandum of Understanding between the District and staff. Work schedule: a 40 hour workweek; 8 a.m. to 5 p.m., Monday through Friday, ~~or a 9/80 work schedule with alternating Fridays off.~~ Overtime earned at one and one-half the regular rate for all hours actually worked in any workweek in excess of 40 hours.

Responds as required when called in from off duty for emergencies.

~~Leave policy: minor leaves of minutes or hours may be approved by the supervisor.~~

DUTIES & RESPONSIBILITIES:

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

Participates in preparation and administration of the District's annual budget including management discussion and analysis, ~~and~~ estimates of expenditures, analysis and projection of revenue, participates in review and consultation regarding budget requests. Reviews the expenditure progress against the appropriation plan and identifies areas of variance and recommends remedial actions.

Has overall responsibility for employee benefits administration, which includes retirement, health, dental, vision and life insurance, workers compensation, and deferred compensation plans; reviews and implements new policies and requirements; keeps informed on related issues and legislation.

JOB DESCRIPTIONS - ACCOUNTANT

MONTECITO FIRE PROTECTION DISTRICT

Reconciles and records attendance; prepares District payroll and related reports including benefit contributions and tax reporting; verifies and processes accounts payable; codes data for proper accounting distributions; maintains fixed asset inventory; prepares worksheets on expenditures, receipts, and the status of funds; prepares regular and special financial reports; reconciles and verifies general ledger and other information reported on ~~the Santa Barbara County's~~ Financial Management Information Network (FIN) or other designated Financial Records Management System-

Recommends, establishes, and implements policies for accounting and fiscal record keeping, reporting, and related procedures and systems; reviews and studies changes in legal and procedural requirements regarding fiscal operations; assists in researching and recommending office equipment for lease or purchase. Maintains relationship between District office and Santa Barbara County departments for the management of District finances.

Maintains files and records, ~~types-creates~~ correspondence and performs a wide range of receptionist, clerical and secretarial duties as needed. Attends all board meetings and finance committee meetings; reports on financial matters.

Must become trained and knowledgeable in board meeting administration including preparation of board meetings including: packet preparation, agendas, minutes, resolutions, ordinances and other related materials.

Must become trained and knowledgeable in emergency call taking.

Must become trained in CERT and assist with MERRAG activities.

QUALIFICATIONS:

Three years of increasingly responsible experience in keeping fiscal records which would demonstrate possession of knowledge and abilities listed. College education in accounting, economics, or business administration with accounting emphasis, may be substituted for the general experience on a year-for-year basis.

Knowledge of: ~~special district finance and budgeting~~ advanced accounting, bookkeeping, and office methods and procedures; knowledge and understanding of the operation of general business machines and computers; ability to prepare and analyze financial records and reports; ability to interpret and apply legal provisions affecting governmental accounting procedures.

Ability to: learn special district finance and budgeting, learn the principles and procedures of governmental accounting standards; analyze fiscal data and draw logical conclusions; prepare clear and concise fiscal reports; create and install new procedures and methods, in conformance with laws, policies, and goals; deal

JOB DESCRIPTIONS - ACCOUNTANT
MONTECITO FIRE PROTECTION DISTRICT

effectively with officials, co-workers and the general public, arrange materials into proper ~~typed~~ format; ability to communicate effectively both orally and in writing and deal effectively with the public.

Job performance will be reviewed annually.

Possession of an appropriate California Driver's License, and a satisfactory driving record; AED and CPR certifications.

Must meet insurability requirements of District's insurer(s). If applicant is not already a full time employee of the Montecito Fire Protection District, prior to appointment, applicant must pass an extensive background investigation and medical exam, including drug testing.

RECOMMENDED TRAINING

Basic ICS (I-200)

National Incident Management System (IS-700a)

National Response Framework - Introduction (IS-800b)

CSDA Governance Academy or equivalent

CERT (IS -317)

CERT Train the Trainer

Subject to a one year probationary period. This means that during this one year testing period the employee is subject to separation from the District without right to any administrative or civil appeal or challenge.

Accordingly, no showing of good cause is required as a condition precedent to separation of a probationary employee.

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