

**City of  
ST. FRANCIS**

**POSITION PROFILE**

**Effective Date:** January 2024

**Position Title:** Administrative Captain

**Status:** Exempt

**Department:** Fire Department/Administration

**Approved:** \_\_\_\_\_

**Accountable to:** Fire Chief /Deputy Administrator-City Clerk

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**Primary Objectives**

This position serves as a supervisor for firefighters and general administrative support for both the fire department and city hall, under the direction of the Fire Chief and the Deputy Administrator-City Clerk. This position is responsible for supervision of personnel, apparatus, and equipment; coordinates fire department activities; provides supervision to firefighters; participates as a member of the management team; participates in Departmental training including instruction; responds to emergency incidents and assumes a leadership role, and carries out the duties of the Fire Chief in his/her absence as assigned.

**Supervision Received**

Works under the general and/or technical supervision of the Fire Chief and the Deputy Administrator-City Clerk.

**Supervision Exercised**

Performs varying forms of supervision and work direction for firefighters; as well as firefighters at the scene of an emergency.

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**ESSENTIAL JOB FUNCTIONS:**

- Responds to phone and in-person inquiries; directs calls, takes messages, provides information and assistance or refers to another staff member as appropriate
- Community based communication facilitator for City Hall and Fire Department.
- Performs administrative support work including: typing letters and memos and council resolutions, scanning, copying, printing, faxing, and retrieving data or documents as needed.
- Responds to emergency incidents and serves in a command or supervisory role at the scene until relieved by a superior officer.
- Responds to all alarms, when necessary, assigned to his/her shift while on duty.
- Responds to emergency calls off duty in accordance with performance requirements.
- Assists with the management and administration of his/her assigned personnel, facilities, apparatus and equipment as assigned by the Fire Chief.
- Processes burn permits.

- Plans and assigns duties to employees under his/her command.
- Ensures adequate staffing and scheduling in accordance with Department policy and procedures, standard operating guidelines and orders of the Fire Chief.
- Prepares personnel, payroll, and activity reports for the Fire Chief.
- Plans, conducts and documents firefighter training as directed by the Fire Chief.
- Makes recommendations relating to hiring, transfer, suspension, promotion, discharge, assignments, rewards or discipline of subordinates.
- Maintains discipline.
- Establishes effective working relationship with others.
- Attends regular and assigned training as determined by superiors.
- Represents the Fire Department at local meetings, conferences and schools, as assigned.
- Performs other duties, as assigned or apparent, including firefighter duties as outlined in the Firefighter position description.
- Effective and respectful communication and interactions with other employees, supervisors, individuals from other organizations, and citizens.
- Carries out duties in conformance with Federal, State, County and City laws and ordinances.
- Assists Deputy Administrator-City Clerk and Deputy Clerk with elections and acts as an elections judge.
- Safety Committee representative for City Hall and Fire Department
- Assists in administrative projects from Department Heads at City Hall
- Assists with the City Newsletter

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Considerable knowledge of standard office procedures, tools, equipment and practices.
- Considerable ability to read, understand and follow policies and procedures.
- Considerable ability to operate standard office equipment, including a personal computer with word processing and spreadsheet software.
- Considerable ability to promote and provide excellent customer service, to communicate effectively and tactfully and to maintain effective working relationships with City staff, contacts from outside agencies and the public.
- Considerable ability to organize and prioritize work
- Considerable ability to prepare or generate accurate reports.
- Working ability to perform work that requires bending, crouching, lifting and carrying of files and pushing/pulling to retrieve documents and sitting to perform data entry for long periods of time.
- Ability to be assertive, but not demanding
- Train and evaluate firefighters
- General knowledge of building construction
- Principles of public education
- Principles of emergency scene management including the MN Incident Management System.
- Principles, practices, and methods of fire prevention, comprehensive fire suppression, rescue, emergency medical and hazardous material services.
- Principles of supervision, management and administration including carrying out performance evaluations and scheduling.
- Pertinent Federal, State and local laws, codes, regulations, and ordinances.

- St. Francis Fire Department policies and procedures, and the City of St. Francis Emergency Management Procedure.
- St. Francis Fire department training programs.
- City personnel policies and procedures.

**MINIMUM QUALIFICATIONS**

Meets all qualifications of Firefighter. Three (3) years of experience on the St. Francis Fire Department or equivalent experience approved by the Fire Chief. Current Minnesota Fire Service Certification Board. Firefighter I, Firefighter II, Current Minnesota EMSRB Certified Emergency Medical Technician. NFPA 472 Haz Mat Operations, Fire Instructor I, Associates Degree in a related field.