

FLOIDA FIRE CHIEFS' ASSOCIATION
STRATEGIC INITIATIVES
“The Three-Year Plan”
2023-2025



(November 2022)

“Reimagining the Possibilities of Change”

- Interpersonal skills using tact, patience, and courtesy

ABILITY TO:

- Plan, organize, control and direct the internal and external communications of the Association
- To handle highly confidential information, in both written and verbal format
- To effectively present information to the President, Chairman, Board members, public groups and/or business partners
- To delegate workload equally and perform his/her share without intervention of superiors
- To promote a positive morale among staff, Association members and business partners
- Identify trends and insights, and optimize spend and performance based on the insights
- Brainstorm new and creative growth strategies
- Collaborate with internal teams, staff and committees
- Collaborate with agencies and other vendor partners
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relations with others
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Work independently with little direction
- Manage multiple projects simultaneously
- Prepare comprehensive narrative and statistical reports
- Direct the maintenance of a variety of reports and files related to assigned activities
- Maintain consistent and punctual and regular attendance
- Hear and speak to exchange information and make presentations

EDUCATION AND EXPERIENCE REQUIRED:

BA/BS Business/Association Management or other closely related field. A Master’s degree in Public Administration or another related field is preferred.

The preferred candidate shall demonstrate previous experience in professional and/or not-for-profit association management with increasingly progressive duties and responsibilities as a member of a management team.

LANGUAGE SKILLS

Must have the ability to communicate effectively, verbally and in writing, as well as the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations.

Should have strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills and the ability to work effectively in collaboration with diverse groups of people.

Must have the ability to effectively present information and respond to questions from Board Members, employees, clients, customers and the general public.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to fingers, handle, feel, reach with hands and arms and talk and hear. The employee is occasionally required to stoop, kneel or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.

LICENSES AND OTHER REQUIREMENTS:

Valid Florida driver’s license.

WORKING CONDITIONS:

Office environment

Driving a vehicle to conduct work and must maintain insurability

Appendix 3



Florida Fire Chiefs' Association

Job Description

Job Title:	Office Manager
Reports To:	Deputy Executive Director
FLSA Status:	Exempt
Prepared By:	Wm. Ray Colburn
Approved By:	Wm. Ray Colburn
Approved Date:	March 30, 2017
Revised:	August 9, 2022

SUMMARY

The job of an Office Manager is multifaceted but his key responsibility is to facilitate staff members to operate effectively and efficiently. The primary duties include organizing and coordinating office procedures, operations, and resources to make easy organizational efficiency and effectualness. The office manager directly supervises office staff and assigns tasks among them. The duties and responsibilities of the office manager differ according to other work assigned by the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities for the position of Office Manager include, but are not limited to, the following:

- Assigning and supervising clerical, secretarial, and administrative tasks, and responsibilities among the office staff.
- Evaluating and managing staff performance, recruiting, and selecting office staff.

- Coordinating office staff activities and allocating resources to ensure maximal efficiency and to enable task execution.
- Providing on the job role training, organizing training and orientation of new office members.
- Monitoring and establishing procedures for office record keeping and ensure the confidentiality and security of data.
- Designing and implementing filing systems to ensure that filing systems are correctly maintained.
- Preparing operational schedules and reports to ensure maximal efficiency.
- Designing and implementing office procedures and policies.
- Analyzing, monitoring internal processes, monitoring, and maintaining office supplies inventory.
- Preparing time sheets, controlling correspondences, and updating organizational memberships.
- Reviewing and approving office supply acquisitions, handling customer complaints and inquiries.
- Executing policy and procedural changes to develop and improve operational efficiency.
- Maintaining a safe working environment, coaching, disciplining staff and managing internal staff relations.
- Liaising with other groups, agencies, and organizations.

EDUCATION AND/OR EXPERIENCE

Must be a high school graduate, or possess a GED acceptable to the Association. An Associate Degree from an accredited college or university is highly desirable.

LANGUAGE SKILLS

Must have the ability to communicate effectively, verbally and in writing, as well as the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Must have knowledge of clerical procedures and practices.

Must have the ability to effectively present information and respond to questions from Board Members, employees, clients, customers and the general public.

MATHEMATICAL SKILLS

To perform this job successfully, an individual must have the ability to calculate figures and amounts such as proportions and percentages as well as the ability to apply the concepts of basic mathematics.

Must have knowledge of accounting, administrative and data management procedures and practices as well as management and business principles.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Also, must demonstrate good judgment, problem solving, and decision-making skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to fingers, handle, feel, reach with hands and arms and talk and hear. The employee is occasionally required to stoop, kneel or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.

CERTIFICATION, LICENSES, REGISTRATIONS

Must possess a valid Florida Driver’s License and maintain insurability under the Association’s commercial vehicle coverage.

WORK ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. The noise level in the work environment is usually moderate.

Appendix 4



Florida Fire Chiefs' Association

Job Description

Job Title:	Administrative Assistant – Parttime
Reports To:	Deputy Executive Director
FLSA Status:	Non-Exempt
Prepared By:	Wm. Ray Colburn
Approved By:	Wm. Ray Colburn
Approved Date:	March 30, 2017
Revised:	August 9, 2022

SUMMARY

Responsible for providing administrative support for Association and Foundation Officers, staff, and/or others as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities for the position of Administrative Assistant include, but are not limited to, the following:

- Composes routine correspondences
- Files correspondences and other records
- Answers telephones and gives information to callers or routes call to appropriate individual(s)
- Supports other team members on special projects or as assigned

- Greets visitors, ascertains nature of business, and directs visitors to appropriate person or place
- Plan and execute digital marketing, email, social media, and display advertising campaigns
- Design, build and maintain our social media presence
- Generates reports as requested
- The ability to operate standard office equipment and various software packages
- Edit and/or prepare procedures for publication
- Make copies of correspondences or other printed material
- Maintain files, electronic and/or hard copies
- Takes and transcribes dictation, notes and/or minutes
- Makes travel arrangements
- Works with other staff in meeting duties and responsibilities
- Other duties may be assigned as deemed necessary

EDUCATION AND/OR EXPERIENCE

Must be a high school graduate, or possess a GED acceptable to the Association. An Associate Degree from an accredited college or university is highly desirable.

LANGUAGE SKILLS

Must have the ability to communicate effectively, verbally and in writing, as well as the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations.

Must have the ability to effectively present information and respond to questions from Board Members, employees, clients, customers and the general public.

MATHEMATICAL SKILLS

To perform this job successfully, an individual must have the ability to calculate figures and amounts such as proportions and percentages as well as the ability to apply the concepts of basic mathematics.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to fingers, handle, feel, reach with hands and arms and talk and hear. The employee is occasionally required to stoop, kneel or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.

CERTIFICATION, LICENSES, REGISTRATIONS

Must possess a valid Florida Driver’s License and maintain insurability under the Association’s commercial vehicle coverage.

WORK ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. The noise level in the work environment is usually moderate.