

Ponderosa Volunteer Fire Association, Inc.
Office Manager
Updated October 11, 2016

This exempt position is 40 hours per week, with pay periods coinciding with bi-weekly payroll. The normal work week is Monday through Friday but there may be instances where weekend work/board meeting attendance may be necessary.

The starting salary range is \$38000 - \$42,000 per year.

- The PVFA Board of Directors may modify the position's salary range at any time.
- The PVFA Board of Directors may adopt a Houston region annual cost of living adjustment or provide a periodic bonus.
- 401-k 7% PVFA provided after six months of employment
- The annual salary is determined by the fire chief subject to approval of the PVFA
- Reports primarily to the fire chief and supports the PVFA BOD and ESD28

Benefits

Holidays

The position currently grants paid vacation and paid holidays per calendar year.

1. New Year's Day
2. Memorial Day
3. July 4
4. Labor Day
5. Thanksgiving
6. The day after Thanksgiving Day
7. Christmas Eve (or the day after depending on the calendar week)
8. Christmas Day

Vacation

- All vacation days can be taken one or more days at a time upon approval
- 5 days that can be taken individually after 6 months of employment within that calendar year
- 10 days that can be taken individually after 1 year of employment on an annual basis
- For each year of employment after completing two years, an additional 2 days of vacation will be provided up to a maximum of 15 days per calendar year

Other Benefits

- Flextime is available upon agreement with the fire chief.
- Mileage reimbursement is provided upon request and approval at the current PVFA rate.
- Loss of income insurance benefits up to one year up to 60% of salary with Intensive Care Unit benefit subject to the specifics of the policy
- Workers Compensation provided
- Up to five sick days per calendar year with no accrual

- Additional 24/7 Accidental D&D/Group Life insurance provided during the next renewal cycle.

Funeral Leave

There will be paid absence time for suffering the loss of a member of their immediate family. The Office Manager will be granted:

- 5 consecutive calendar days off, and paid for any regularly scheduled work days during these 5 calendar days, for the death of an immediate family member (spouse, child or parent, or spouse's child or parent).
- 3 consecutive calendar days off, and paid for any regularly scheduled work days during these 3 calendar days, for the death of their or their spouse's family member (brother, sister, grandchild, grandparent, or other relative living in the same household).
 - These days will be taken at the time of the relative's death and will include the day the funeral is conducted.
 - Additional consecutive calendar days off for funeral leave may be granted upon approval of management.
 - The Employee is responsible for requesting funeral leave prior to taking funeral leave.

Long Term Pay Due to Illness/Injury

In the event the Office Manager is incapacitated due to illness or injury, the PVFA will provide long term benefits as follows in conjunction with loss of income insurance effective after a 60 day waiting period of no or reduced salary:

- Six months to one year of employment
 - 1 week full pay
- One to three years of employment
 - 3 weeks full pay
- Three to five years of employment
 - 6 weeks full pay
- Five years and more of employment
 - 8 weeks full pay
 - After 8 weeks of full pay, the pay amount will be maintained at the current salary less insurance payments
 - After 16 weeks the pay amount will be maintained at 50% of the current salary less insurance payments
 - After 24 weeks the pay amount will be insurance payments only

Part Time Compensation

Various scenarios may be adopted on a case by case basis in the event the Office Manager works a part time schedule during the recovery period. If the individual's doctor releases the Office Manager to return to a restricted work schedule (minimum of 4 hours per workday), the employee is expected to maintain the schedule at an hourly rate. The hourly rate will be determined via formula in conjunction with loss of income insurance to maintain no more than the full take home pay amount. This formula will be maintained during the one year of insurance coverage.

The PVFA reserves the right to terminate employment in the event of long term disability via Board of Directors action at a regularly scheduled meeting.

Jury Duty

The PVFA will provide paid time off to receive and honor jury summons. The same will also apply to a subpoena related to employment. The Employee will be responsible for providing any and all documentation regarding the justified summons or subpoenas. Employees are required to report for duty upon dismissal from the court if it is a scheduled workday.

Primary Duties and Responsibilities

The Office Manager range of duties is broad and is an integral position of the Ponderosa VFA business team.

The Office Manager performs the crucial role of establishing and maintaining efficient administrative services that allow for a responsive, service-oriented program. Fundamental to the Office Manager is the concept of being a "role model." The Office Manager must be exemplary at all times, especially in levels of maturity, responsibility, judgment and conduct.

The position coordinates and provides direct support services, which may include: Secretarial and reception; administration; payroll; conference planning and travel; information and data processing; mail; facilities management; materials scheduling and distribution; printing and reproduction; records management; telecommunications management; property procurement, supply, and disposal.

Other duties and responsibilities are:

Arranging BOD and ESD28 meetings

Attending and recording the proceedings of the PVFA and ESD28

Creating the necessary notifications and documents related to these meetings

Reviewing, reconciling, and evaluating monthly ledgers, budgets, and financial reporting system reports for unit accounts

Assisting with fiscal planning, development, and management of annual budgets

Recommending and implementing office operations activities and necessary equipment to achieve effective and efficient service

Researching and recommending applicable insurance programs

Performing employee enrollment, payroll and benefit programs

Leasing, purchase or service contracts for equipment or service programs as directed

Creating purchase orders as necessary

Developing and maintaining relationships with vendors, including building management and HVAC and other services

Government compliance

Monitoring of staff sick, personal and vacation leave, punctuality and other compliance issues

Monitoring of costs / ensuring competitive bids for printing, and other business related services

Coordination of mailings for events, fundraisers, etc.

Other duties as assigned

QUALIFICATIONS

- Bachelor's degree is preferred, minimum of high school diploma (GED not accepted)
- Desired previous work with emergency response agencies
- Must have strong financial and record keeping skills
- Must have a minimum of three years work experience, including managing staff, in the corporate or not for profit environments
- Must be proficient with Microsoft Outlook, Word, PowerPoint, Excel, Quickbooks, etc.
- Requires a strong sense of urgency, as demonstrated in previous positions
- Must be detail-oriented, with strong organizational skills
- Individual must be resourceful and able to take initiative in a changing workplace environment
- Must communicate effectively, anticipating needs and keeping staff informed of problems or issues
- Other assigned duties as necessary

WORKING CONDITIONS AND PHYSICAL EFFORT

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required.
- No or very limited exposure to physical risk.