# Administrative and Financial Services Manager

**Job Description Code**

250-4 (CC-2)

**Revised Date**

08/03/2026

**Salary Range**

$29.12 - $40.77 Hourly

$60,569.60 - $84,801.60 Annually

**Based On:** 2080

**Bargaining Unit:** OE

**EEO:** EEO4-Professionals

**Occupation Group:** 2

**FLSA:** Exempt

**Benefit Code:** FT

**Physical Class:** NA

**Notes**

Formerly Assistant to Fire Chief. Updated summer 2026.

**Nature of Work**

This is a highly technical and professional position that provides management and leadership in the development and administration of the Appleton Fire Department's annual operating and capital budgets. Responsible for system administration duties for fire-specific software programs. Monitors all aspects of purchasing. Responsible for grant administration for local, state, and federal grant awards. The work involves supervising, training, and evaluating administrative staff. The incumbent works under the general direction of the Fire Chief while applying independent judgement, discretion, and initiative.

**Job Functions**

**ESSENTIAL JOB FUNCTIONS**

- Primarily responsible for the preparation and management of the department's operating and capital budgets including reporting throughout the year and supporting annual audits
- Maintains and updates the department's 20-year equipment and funding plan for long-range budget forecasting.
- Perform system administration duties for all fire-specific software programs. Provides software training to all personnel on a variety of programs.
- Develop end user reports for various programs and program managers and department's reporting needs. Attend additional training opportunities as needed.
- Serves as the department's fire incident reporting program manager. Ensures data exports are successful. Evaluates results of failed exports and addresses with company officer and/or shift commander to ensure a final successful export of all incidents.
- Contributes as a member of the department's leadership team to develop the strategic plan. Attends monthly leadership team meetings.
- Assists in short- and long-term planning and goals and objectives for office operations and the entire organization.
- Tracks detailed overtime expenses by program and category.
- Reviews and approves payroll submissions for all employees. Ensures compliance with collective bargaining agreement. Rectifies payroll issues as necessary.
- Responsible for onboarding and offboarding tasks for all employees.
- Supervises administrative staff functions such as assigning work, evaluating performance, and training employees.
- Tracks inventory of personal protective equipment for all personnel and variety of station items and prepares reports for replacement.
- Develops and maintains department's SharePoint site and content.
- Responsible for grant administration by receiving, tracking, and monitoring grant revenue and expenses. Completes compliance reports and closes grants upon completion.

- Serves as liaison with other City departments on administrative and financial matters. Interacts and communicates regularly with other City staff to ensure coordination with fire department facilities and personnel.
- Ensures compliance with purchasing policies and procedures, oversees departmental travel reports, monitors and approves procurement card activity, and issues purchase orders.
- Plans all aspects of special events such as promotional ceremonies, recruit graduation, retiree gatherings, etc.
- Maintains regular punctual and predictable attendance, work overtime and extra hours as required.

**OTHER JOB FUNCTIONS**

- Acts as backup to the Deputy Chief working with Facilities Management coordinating maintenance and repairs in fire stations.
- Develops and implements administrative policies and guidelines.
- Prepares and coordinates special projects and reports.
- Approves and tracks invoices and receipts and verifies accuracy.
- Participates in various city committees and work groups.
- Assist with the development of the department's annual report.

**Requirements of Work**

**Work Requirements**

Associate degree in Business Administration, Management Information, Project Management, Finance, Organizational Administration, Accounting, or related field, five years professional, responsible experience in accounting and budgeting. or equivalent combination of experience and training which provides the following knowledge abilities, and skills:

- Considerable knowledge of the principles of accounting, budget and finance in local government.
- Knowledge of inventory and purchasing practices and procedures.
- Knowledge of Department and City policies, rules and regulations.
- Ability to develop and encourage employee professional and personal growth.

- Ability to manage multiple projects simultaneously.
- Ability to compile and analyze financial data and prepare appropriate reports.
- Ability to supervise staff and respond to questions, and problems in a timely manner.
- Ability to communicate effectively both orally and in writing with personnel at various levels, both within and outside the organization.
- Ability to establish and maintain effective working relationships.
- Ability to troubleshoot, test, correct and maintain a variety of fire service systems.
- Ability to compile and maintain financial records and accounts.
- Ability to assist in the daily management of the department's budget.

**Supplemental Information**

**COMPETENCIES**

Communication
Staff Development (mentoring)
Motivate
Problem Solving
Adaptability/Flexibility
To learn more about these competencies click here

**Job Task Analysis**

## Job Analysis/Requirements

Job Title: Administrative and Financial Services Manager  Revised Date: Aug-26

*N = Never/ O = Occasionally (1-33% of time on job)/ F = Frequently (34-66% of time on job)/ C = Constantly (>67% of time on job)*

| Physical Demands | N | O | F | C |
|---|---|---|---|---|
| 1. Standing | | X | | |
| 2. Walking | | X | | |
| 3. Sitting | | | | X |
| 4. Lifting: Light - max. 10 lbs. | | | X | |
| 5. Lifting: Moderate - max. 25 lbs. | | X | | |
| 6. Lifting: Heavy to moderate - max. 45 lbs. | | X | | |
| 7. Lifting: Heavy - max. 65 lbs | X | | | |
| 8. Carrying est. wt. - 30 | | X | | |
| 9. Pushing est. wt. | X | | | |
| 10. Pulling est. wt. | X | | | |
| 11. Pulling hand over hand | X | | | |
| 12. Climbing stairs | | X | | |
| 13. Climbing, use of legs and arms | X | | | |
| 14. Balancing | X | | | |
| 15. Stooping | | X | | |
| 16. Kneeling | | X | | |
| 17. Repeated bending | | X | | |
| 18. Crawling | X | | | |
| 19. Reaching: High-X Low-X Level-X | | | X | |
| 20. Repetitive finger movement | | | | X |
| 21. May use hands for grasping | | | X | |
| 22. May use hands for manipulation | | | X | |
| 23. May use hands for twisting of wrist | | | | X |
| 24. May use hands for flex/ext. of wrist | | | | X |
| 25. May use hands for reaching | | | | X |
| 26. May use hands for overhead work | | X | | |
| 27. Repetitive twisting or pressure involving wrists or hands | | | | X |
| 28. Both hands required | | | | X |
| 29. Both legs required | | X | | |
| 30. Ability of rapid mental/muscular coordination simultaneously | | | | X |
| 31. Oral communication: speaks clearly in Spanish English-X Hmong Other | | | | X |
| 32. Hearing - conversation | | | | X |
| 33. Intense visual concentration | | | | X |
| 34. Specific visual requirements Near: | X | | Far: | |
| 35. Depth perception Y: | | | N: | X |
| 36. Color vision: distinguish basic shades Y: | | | N: | X |
| 37. Color vision: distinguish basic colors Y: | | | N: | X |
| 38. Operation of crane, truck or motor vehicle Y: | | | N: | X |
| 39. Other: | | | | |

| Working Conditions | N | O | F | C |
|---|---|---|---|---|
| 1. Outside | X | | | |
| 2. Alternating between outside and inside | X | | | |
| 3. Heat between 90°-100° | X | | | |
| 4. Heat over 100° | X | | | |
| 5. Cold below 55° | X | | | |
| 6. Temperature changes: Excessive Frequent | | X | | |
| 7. Wetness | X | | | |
| 8. Dry atmospheric conditions | X | | | |
| 9. Confined spaces | X | | | |
| 10. Heights: Max. height - | X | | | |
| 11. Constant noise above 85 decibels | X | | | |
| 12. Intermittent noise above 85 decibels | | X | | |
| 13. Vibration | | X | | |
| 14. Fumes: Irritant Toxic | X | | | |
| 15. Dust: more than nuisance | X | | | |
| 16. Gases: types - | X | | | |
| 17. Chemicals: types - | X | | | |
| 18. Grease and oils: types - | X | | | |
| 19. Working with machinery with moving parts | X | | | |
| 20. Working with moving vehicles | X | | | |
| 21. Working with ladders/scaffolding | X | | | |
| 22. Working below ground | X | | | |
| 23. Working with hands in water | X | | | |
| 24. Working alone | | X | | |
| 25. Work intensity: Sedentary Light Light/Medium-X Medium Heavy | | | | |
| Hours/day: 8 Days/week: 5 Days overtime/week: | | | | |