TOLEDO FIRE & RESCUE DEPARTMENT

Article V - Executive Fire Administrator

Last Modified: 09/01/2024 07:04

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Section 1 - Duties and Responsibilities

A. The Executive Financial Administrator of TFRD, shall keep such books of records and accounts as the Fire Chief may specify, plus such other records and reports as needed to obtain an accurate accounting of the Department.

B. The Executive Financial Administrator shall initiate and prepare procedures for the handling of payrolls, personnel transactions, purchases, and other related services. They shall initiate their own correspondence and edit that of others within the administrative offices of the Department. The Executive Financial Administrator shall process all outside city fire contracts in accordance with current legislation.

C. The Executive Financial Administrator shall assist the Fire Chief in the preparation and submission of the annual budget request, the annual report, the Capital Improvements Program, ordinances, and referrals from the City Council, as well as other special reports as may be required.

D. The Executive Fire Administrator shall direct the efforts of the Department in the solicitation of funds for approved charitable campaigns. The Administrative Assistant- Secretary shall advise members of TFRD in matters concerning pensions, various insurance, and other contractual programs available to Department members.

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Last update: **09/01/2024 07:04**