

BOARD OF FIRE COMMISSIONERS

Fire District No. 2, Moorestown Township
229 N. Lenola Road
Moorestown, New Jersey 08057

April 10, 2025

The Board of Fire Commissioners, Fire District No.2 will be accepting applications for the position of Director of Fire Services. The Director of Fire Services DOP Job Specification is attached listing the requirements. Also attached is an "Administrator Scope of Services". The Director serves as the Administrator to the Board of Fire Commissioners.

The position is expected to be filled prior to October 1, 2025.

Interested parties are directed to submit a resume along with a cover letter detailing availability and salary requirements to Stephen W. Knobbs, Director of Fire Services, 229 N. Lenola Road, Moorestown NJ 08057 prior to May 15, 2025 for consideration.



You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

Job Specification

DIRECTOR OF FIRE SERVICES

UNCLASSIFIED

N.J.S.A. 11A:3-5(u)

N.J.A.C. 4A:3-1.3 (a)5

DEFINITION:

Under direction of the Board of Fire Commissioners, acts as chief administrative officer of an all-volunteer fire district; does other related duties.

NOTE: Fire suppression and/or other emergency response are specifically excluded, as these shall fall under the direct supervision of the Chief Fire Officer or other designated official.

NOTE: A Director of Fire Services who is also a member of an emergency response organization within the Fire District may participate in fire suppression and/or other emergency response activities; as well as other activities of that organization in a volunteer capacity. The above-mentioned participation is subject to the orders and supervision of the Chief Fire Officer and/or other superior officers of the organization. In the event a Director of Fire Services shall be chosen as the Chief Fire Officer or other superior officer of such a volunteer organization, any fire suppression and/or other emergency response activity engaged in shall not be construed as performing duties under this title.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Under direction of the Board of Fire Commissioners, directs the day-to-day operations of all-volunteer fire district.

Manages an all-volunteer fire-fighting force and has responsibility for the recruitment, training and retention of volunteer fire fighters.

Supervises administrative matters in the fire district.

Acts as agent of the board of commissioners in the administration of the affairs of an all-volunteer fire district.

Integrates and coordinates activities related to purchasing, personnel and budget.

Supervises and assists in the preparation of the budget and administers budgetary controls.

Advises the board of commissioners on policy matters.

Prepares agenda and meets with the board of commissioners.

Monitors actions of the board of commissioners.

Acts as liaison between the board of commissioners, the fire district attorney and other professionals.

Maintains liaison with other officials and staff in the municipality and fire district.

Acts as administrative consultant to the line officers of the fire district.

Administers programs within the fire district to maintain minimum competencies to meet State and Federal standards and promote safety awareness.

Receives, distributes, or handles questions, comments and problems presented by interested citizens.

Advises the board of commissioners and fire district officers on public relations matters.

May edit and compile public information releases.

Advises the board of commissioners on volunteer personnel and administrative problems.

Prepares specifications, manages the bid process, purchasing and budget implementation. Enforces and executes terms and conditions of same received from internal and/or external sources on behalf of the Board of Fire Commissioners.

Represents the Fire District/Board of Fire Commissioners at meetings, public events as required.

Completes employee evaluations, supervises work operations, and has responsibility for effectively recommending the hiring, firing, promoting, demoting and/or disciplining of employees.

Prepares and supervises the preparation of clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Directs the establishment and maintenance of essential records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

EXPERIENCE:

Five (5) years of experience in administration and management involving program development, establishment of policies and procedures, budget preparation/financial planning and personnel management and administration.

NOTE: Possession of a Master's degree from an accredited college or university with a major course of study in Business or Public Administration, Fire Science, or Personnel Management, Management Science or in a program related to the organization, operation, administration and control of private or public organizations, may be substituted for one (1) year of the indicated experience.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of the techniques used to integrate and coordinate varied fire district activities.

Knowledge of the problems involved in the administration of fire district affairs.

Knowledge of business and of management principles, practices, methods and techniques.

Ability to plan for the effective utilization of available funds, volunteer personnel, equipment, and supplies.

Ability to manage an all-volunteer fire-fighting force.

Ability to manage the recruitment, training and retention of volunteer fire fighters.

Ability to provide advice, assistance and consultation on business and administrative matters.

Ability to supervise the varied business, administrative and financial operations of the fire district.

Ability to supervise the preparation and administration of the budget.

Ability to maintain liaison and cooperative working relationships with other officials and staff of the fire district and municipality.

Ability to prepare and supervise the preparation of clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to direct the establishment and maintenance of extensive records and files.

Ability to plan, organize, and coordinate work in situations where diverse demands are involved.

Ability to utilize various types of electronic and/or manual recording and information systems used by the district.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
08054		L	U		N/A	99		-

This job specification is for **local** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

11/14/2017

Administrator Scope of Services

Responsible for all accounting and financial activities of the Moorestown Fire District No. 2. Acts as agent of the board of fire commissioners in the administration of fire district affairs, integrates and coordinates activities related to purchasing, personnel and budget.

Monthly:

Maintain all accounting records

- Record Bureau Receipts

- Record Hall Rental Receipts

- Pay all Bills

- Produce Vouchers for all payments

- Journal Entries

Monthly Financial Reporting to the Board

Monthly management of budget vs actual; Prepare Budget vs. Actual Report

Monitor Bank balances and transfer as appropriate (bank fees apply)

Prepare all payment vouchers/obtain vendor certification as appropriate

Reconciliation of all bank accounts (BB&T and Investments)

Prepare Bills to be Paid Report

Prepare Agendas and post on website 48 hours prior to meeting

Attend Board Meetings

Prepare Board Meeting Minutes and archive as appropriate (hard copy, online and local copies)

Prepare Resolutions as appropriate (ensure incorporation into minutes and archive, post on website)

Process Payroll

Review Federal and State Tax payments

Process employee pension

Process Employee and Retiree Health Insurance payments

Reconcile/Monitor FSA Contribution/withdrawals

Monitor applicability of Local Finance Notices and implement as appropriate

Monitor credit card use

Prepare monthly Treasury Report

Quarterly:

Review Federal 941 and NJ 927 Forms

Review Quarterly NJ927 payments

Reconcile/File Quarterly NJ IROC Report
Prepare Quarterly Reports & Analysis for SSA; Prepare Billing documents

Annual:

Coordinate Budget Process
Prepare Preliminary Proposed Budget
File Annual Budget with State
Coordination of Election Process
Monitor reserve fund balance
Manage Capital Projects Plan
Manage budget lines (transfer funds as appropriate via resolutions)
Encumbrances
Support and provide relevant information for Annual Audit Process
Address Audit Findings as appropriate
File W-3 Wage Filing with Social Security
W-2 processing
Maintain Vendor W-9 Forms
1099 processing
Manage Worker's Compensation Insurance Audit and annual billing
Review of Insurances
Maintain Inventory for Audit and Insurance purposes
Certify Employee Pension participation
Manage and Monitor IRS Section 125 Plans
Monitor Hall and Cash Management procedures
Process Annual Pension Employer Liability
Reconcile SSA Inter-local billing with actuals and provide analysis
Distribute annual CEPA Letter

Administrative Responsibilities:

Manage Paperless process utilizing Drop Box
Manage Administrative Projects (Bid process; contracts, compliance projects, etc)
Manage correspondence on behalf of Board
Liaison – District's Attorney
Personnel Liaison - Pensions & Benefits and Civil Service (EPIC&CAMPS)
Manage Workers Compensation Claims
Ensure compliance with NJ Statutes
Ensure compliance with Harassment Policy established by the Board
Ensure all state and federal posters are up to date
Coordinate Salary Agreement Process

Maintain Employee Handbook

Manage Performance Management Process & Compensation process

Maintain website

Manage Volunteer Incentive Program payments

Maintain Procurement Card, Electronic Disbursement Policy and Procedures

Special Projects

Committee member for Personnel Committee and Shared Services Committee