



KENSINGTON FIRE PROTECTION DISTRICT

DATE: December 18, 2024
TO: Board of Directors
RE: General Manager Position Description, Goals, and KPIs
SUBMITTED BY: Mary A. Morris-Mayorga, General Manager

Recommended Action

Staff recommends that the Board consider the following actions:

- providing feedback on the position description, goals, and key performance indicators,
- approving these documents as submitted or with revisions.

Background

Although the Board has followed a recruitment process over the past several years that includes components of the General Manager's position description and goals, there is not a current position description. This has been developed for the Board to consider approving and/or providing feedback for revisions.

In addition, goals and key performance indicators (KPIs) have been developed for Board consideration.

Fiscal Impact

There is no fiscal impact from this item.

Attachments: General Manager Position Description (draft)
General Manager Goals and Key Performance Indicators (draft)

Kensington Fire Protection District

217 Arlington Ave, Kensington, CA 94707



Position Description

Position Title	General Manager
Status	FLSA Exempt, Part-time, Benefits per contract
Salary	Negotiable depending upon experience, hours vary with estimated a maximum of 15-20 hours per week
Location:	Work will be performed remotely, at the Public Safety Building and Kensington Community Center (meetings) and other meeting locations as determined.

Definition:

Under policy direction, plans, organizes, and provides administrative direction and oversight for all District functions and activities; provides policy guidance and program evaluation to the Board of Directors and staff; encourages and facilitates provision of services to the community; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; and performs related work as required.

Distinguishing Characteristics:

The General Manager serves as the Chief Executive Officer of the District, accountable to the Board of Directors and responsible for implementation and oversight of District policies and procedures, financial reporting, and District activities and operations.

Supervision Received and Exercised:

Receives policy direction from the Board of Directors. Exercises general direction and supervision to District staff and consultants.

Essential Function – *(illustrative examples, but not limited to the following):*

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties that are not listed below; there are no marginal duties.

- Plans, organizes, leads, and administers the operations and financial management of the District in accordance with applicable laws, ordinances, and regulations, and adopted policies and objectives of the Board of Directors.
- Directs and coordinates the development and implementation of goals, objectives, and programs for the Board of Directors and the District; develops administrative policies, procedures, and work standards to ensure that the goals and objectives are met and that programs provide mandated services in an effective, efficient, and economical manner.
- Oversees the preparation of the annual operating and capital improvement budgets for the District; authorizes expenditures, purchases, and budget transfers in accordance with established policies; provide information regarding the financial condition and needs to the Board of Directors.
- Advises the Board of Directors on issues, programs, and financial status; directs the development of specific proposals for action regarding current and future District needs.
- Represents the District and the Board of Directors in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations, acts as the District liaison with the media.
- Provides for the investigation and resolution of complaints regarding the administration of and services provided by the District
- Oversees the selection, training, professional development, and work evaluation of District staff; provides policy guidance and interpretation to staff.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, grants, and other written materials.
- Ensures that the Board of Directors is kept informed of District functions, activities, and financial status, and of legal, social, and economic issues affecting District activities.
- Monitors changes in laws, regulations, and technology that may affect District operations; implements policy and procedural changes as required.

KFPD General Manager - Job Description (continued)

- Perform related duties as assigned.

Minimum Qualifications:

Any combination of education and experience likely to provide the required knowledge, skills, and abilities would be qualifying. A typical way would include:

Equivalent to a Bachelor's Degree from an accredited college with major coursework in public or business administration, public policy, finance, or a related field and five (5) years of responsible experience with management and financial policies and practices of fire districts, special districts or other public agency settings, including two (2) years of administrative and supervisory experience.

Knowledge and Abilities:

- Plan, organize, coordinate and direct the work of staff to achieve efficient operations and meet District goals.
- Budget development, analysis and financial strategies.
- Short, medium, and long-range financial, strategic, operational, infrastructure and other planning applicable to a fire district.
- Regulatory and legal requirements of a fire district.
- Principles of leadership, supervision and business management.
- The functions and relationships of federal, state and local agencies with fire protection operations.
- Organization and functions of an elected Board of Directors.
- The Brown Act and other laws and regulations governing the conduct of public meetings.
- Social, political, and environmental issues influencing the development and implementation of District projects and programs.
- District personnel rules, policies and provisions.
- Principles and procedures of sound business communications.
- Technology related to public agency management.

License or Certificate:

Possession of, or the ability to obtain and maintain, a California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

Physical Capabilities:

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 accommodation may be made to enable individuals with disabilities to perform functions.

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				✓
Hearing				✓
Standing/Walking		✓		
Climbing/Stooping/Kneeling		✓		
Lifting/Pulling/Pushing		✓		
Approximate Maximum Weight to Lift		20 Pounds		
Fingering/Grasping/Feeling				✓
Describe Working Conditions	95 Percent Indoors/5 Percent Outdoors			

Application and Selection Process:

This position is appointed by the Board through a process to be defined at the time an opening occurs.

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2025 General Manager Goals

The General Manager's Goals will typically flow out of the Board's Goals and Initiatives which have not yet been finalized. As a starting point, using the goals that are not yet finalized by the Board:

Facilitate the mitigation of wildfire risk through vegetation management

- Work with EBRPD directly and/or with a consultant on a pilot program for fuel's reduction
- Assist the Board in evaluating additional options
- Seek grant programs to assist with funding

Strengthen emergency preparedness planning within the community

- Work with external partners on ways to enhance emergency preparedness
- Increase utilization of the EP Coordinator by El Cerrito-Kensington Fire when practical
- Seek additional training program(s) for the District and community

Support excellent service delivery

- Evaluate and maintain best practices
- Identify and pursue grant funding opportunities

Develop and maintain strategic intergovernmental relationships

- Collaborate on community needs and solutions with KPPCSD
- Explore opportunities for cost-saving and/or service enhancements with other local agencies

Identify infrastructure to strengthen service delivery to the community

- Collaborate with the Fire Chief on potential infrastructure improvements which would strengthen fire resilience
- Collaborate with KPPCSD on evacuation planning and routes, including infrastructure to facilitate

General Manager - Key Performance Indicators

- Facilitate informed decision-making through provision of information to the Board for agenda items
- Frame decision-making through clear staff recommendations
- Provide recommendations to policy revisions as required and warranted for best practices
- Maintain strong financial practices to ensure fiscal sustainability and resilience
- Develop and maintain strong working relationships with those encountered through the course of work
- Lead the District efficiently through clear guidance, direction, and utilization of resources