BEXAR COUNTY EMERGENCY SERVICES DISTRICT No. 2

HONOR | INTEGRITY | COURAGE

Job Description

Job Title: General Manager
Type: Full-Time Exempt Position
Location: 14515 Omicron Drive, San Antonio, Texas 78245

Salary: EXE-05 - $147,150.00 to $190,000.00 annually, depending on qualifications (DOQ)

Work Hours: 8:00 am – 5:00 pm, Monday - Friday

Contact: Human Resources Director

Opening Date: N/A
Closing Date: N/A

Job Summary

Performs highly responsible executive-level administrative, managerial, and leadership functions in planning, organizing, coordinating, directing, and overseeing the civilian administrative operations of Bexar County Emergency Services District No. 2 (BXCESD2). The General Manager serves as an executive leader of the District and works collaboratively with the Fire Chief to support the Board of Commissioners in achieving the District's strategic goals and objectives.
The General Manager is responsible for the administration and oversight of finance, human resources, employee benefits administration, information technology, capital project coordination, procurement, records management, public information, and governmental administration functions. The General Manager and Fire Chief serve as co-equal executive leaders reporting directly to the Board of Commissioners, each responsible for their respective areas of authority and expertise.

Reports to: The BXCESD2 Board of Commissioners

Essential Functions

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by this role. However, it is a representative summary of the primary duties and responsibilities. The incumbent may not be required to perform all duties listed and may be required to perform additional, position-specific duties.
The desired candidate will have a progressively successful career demonstrating the ability to create and guide a comprehensive and diverse district. Specific attributes include, but are not limited to:

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ESD Administration and Management

- Directs and oversees the civilian administrative functions of BXCESD2, including finance, human resources, employee benefits administration, information technology, procurement, records management, and governmental administration.Collaborates in developing and implementing goals, objectives, policies, and procedures and ensures they are followed.
- Collaborates with the Board of Commissioners and Fire Chief in developing and implementing organizational goals, objectives, policies, and procedures.
- Participates in the development, evaluation, and implementation of strategic and multi-year plans for the District.
- Directly supervises assigned civilian personnel and provides leadership, performance management, coaching, and professional development.
- Creates, organizes, and maintains documents in compliance with the Texas Government Code, including but not limited to high-level communications, agendas, meeting minutes, contracts, proposals, and resolutions.
- Reviews and responds to Public Information Act requests.
- Manages vendor relationships and negotiates contracts, agreements, and service arrangements.
- Represents the District at professional associations, governmental agencies, community organizations, stakeholder meetings, and industry conferences.
- Participates in professional meetings, training opportunities, and continuing education programs to remain current on governmental, financial, human resources, technology, and Emergency Services District best practices.
- Creates, organizes, and maintains official District records and documents in compliance with applicable laws and regulations.
- Assists in evaluating legislative initiatives and proposed legislation affecting Emergency Services Districts.
- Performs other duties and special projects as assigned by the Board of Commissioners.

Financial Administration and Management

- Oversees financial administration and assigned personnel.
- Collaborates with the Fire Chief in the development, preparation, monitoring, and administration of the District's annual operating and capital budgets.
- Provides financial forecasting and analysis to support strategic planning and decision-making.
- Coordinates annual audits and works closely with auditors, financial consultants, and legal counsel.
- Evaluates expenditures, purchasing practices, and financial processes to ensure fiscal responsibility and operational efficiency.

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- Assists with payroll administration, compensation studies, and employee benefits planning.

Capital Project Administration and Management

- Collaborates with the Fire Chief, Board of Commissioners, architects, engineers, contractors, and consultants in the planning, development, and implementation of District capital improvement projects.
- Assists in coordinating project schedules, budgets, procurement activities, contracts, and project documentation.
- Monitors project progress, milestones, expenditures, and contractual compliance.
- Provides regular project updates and recommendations to the Board of Commissioners and Fire Chief.
- Assists in identifying and resolving project risks, delays, and budgetary concerns

Information Technology Administration and Management

- Oversees and manages the District's information technology systems, software applications, telecommunications, cybersecurity initiatives, and technology infrastructure.
- Develops and implements technology initiatives and long-range technology plans in support of District operations.
- Coordinates technology acquisitions, upgrades, vendor relationships, software implementation projects, and user training.
- Evaluates emerging technologies and recommends improvements to enhance organizational efficiency and security.

Emergency Management Administration

- Participates in the finance and logistics division of natural or manufactured disaster operations in order to comprehensively research, plan, track, coordinate, and evaluate expenditures or logistical resources during all phases of emergency management, preparedness, response, recovery, and mitigation.

Human Resources Administration

- Oversees Human Resources administration and assigned personnel.
- Administers employee benefits programs, including health insurance, retirement plans, wellness initiatives, and related benefit offerings.
- Assists with compensation administration, classification studies, and employee relations matters.
- Develops, implements, and maintains personnel policies, procedures, and employment practices.
- Provides guidance and support to supervisors and employees regarding personnel and benefits-related matters.

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- Coordinates employee communications regarding benefits, policies, organizational changes, and employment practices.

Minimum Qualifications/ Requirements

- High school diploma or GED
- Current valid Class C State of Texas Driver License (Class B preferred)
- Associate degree or substantial coursework in public administration, business administration, or accounting or meets the BXCESD2 equivalency guide.
- Five (5) years of business management and administration experience.
- Five (5) years of financial management experience.
- Five (5) years of bookkeeping and financial software experience.
- Five (5) years of information technology experience.
- Five (5) years of progressively responsible supervisory experience
- NIMS 100, 200, 700, 800

Preferred Qualifications/Requirements

- Bachelor's degree or master's degree in Public Administration, Business Administration, Accounting, or a related field
- Ten (10) years of business management and administration experience.
- Ten (10) years of financial management experience.
- Ten (10) years of bookkeeping and financial software experience.
- Ten (10) years of information technology experience.
- Ten (10) years of progressively responsible supervisory experience.
- The substitution of a combination of experience and education may be considered during selection.

Necessary Knowledge, Skills, and Abilities

The position requires a broad understanding of:

- Knowledge in management and implementing best practices.
- Knowledge of governmental procedures and policies to include but not limited to Texas Health and Safety Code 775, Texas Government Code 551, and Texas Government Code 552.
- Knowledge of budget preparation and administration.
- Knowledge of theories, principles, and practices of accounting and accounting-related computer programs and software.
- Knowledge of tax and other compliance implications of non-profit status and local government.

Necessary Knowledge, Skills, and Abilities Continued

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- Knowledge of government contract management.
- Knowledge of project management principles, practices, techniques, and methodologies.
- Knowledge of the organization, administration, and personnel management.
- Knowledge in developing project plans and scope of work.
- Knowledge of information technology system environments.
- Knowledge of current information technology management theories and practices.
- Knowledge of methods and techniques involved in the completion of information system planning, including security administration, operational capacity planning, and cost-benefit analysis of alternative technologies involved in the completion of information system planning
- Ability to work well with others and have a positive leadership attitude and interact with the public in a positive, friendly manner.
- Ability to participate in professional associations and stay current on the latest technology, systems, and policies.
- Ability to maintain timely attendance is an essential job function, and being able to work extended hours.
- Ability to multi-task several equally important projects/programs.
- Ability to communicate to all levels of socio-economic and educational levels.
- Ability to measure and determine priorities with minimal direction from immediate supervisor.
- Ability to communicate effectively, orally and in writing, with employees, other governmental agency representatives, county officials, and the general public.
- Ability to prepare and analyze various reports.
- Ability to delegate when warranted and/or appropriate.
- Knowledge, skills, and abilities related to the performance of general office clerical duties including, but not limited to Microsoft Office; Word, Excel, and Outlook.
- Performs a wide variety of assignments that may be confidential and require research to complete.

Physical Demands/Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to use hands and fingers, handle, talk, hear, or feel objects and reach with arms. The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch, or crawl.

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The employee must regularly lift or move up to 25 pounds and occasionally more than 50 pounds. Specific vision abilities required by this job include close, distance, color, peripheral vision, depth perception, and the ability to adjust focus.

Visual and fine/gross motor skills enabling the use of office equipment are required.

Visual and fine/gross motor skills enabling the safe operation of a vehicle during normal, as well as during hazardous weather situations are required.

Must be able to work evenings and weekends occasionally if needed. Work will be in an office environment with prolonged periods of sitting at a desk, answering phone calls, and working on a computer.

Other Requirements

Must pass the Bexar County Emergency Services District No. 2 suitability examination, drug and alcohol testing,background investigation, and possess no felony convictions, no misdemeanor convictions involving moral turpitude or pattern of misdemeanor convictions; no pending misdemeanor or felony charges; not a habitual drunkard or gambler; no use of illegal drugs in the past ten years; and never sold illegal drugs.

Submit application to hr@bc2fd.org HR Office: 210-331-7189 Website: https://bc2fd.org/

EQUAL OPPORTUNITY EMPLOYER

Employee Signature:		Date:	