

Cape Elizabeth Fire-Rescue Department

Payroll Supervisor

The Payroll Supervisor produces payroll reports for the Cape Elizabeth Fire-Rescue Department. In addition they also produce all payroll reports and statistics from the system, and advise the Information Services Officer in matters related to the computer systems and records management system related to payroll.

APPOINTMENT:

Appointed by the Chief of Department, with recommendation from the Information Services Officer

REPORTS TO:

Information Services Officer

QUALIFICATIONS:

- Graduation from High School or G.E.D.
- Ability to speak, read, write & understand the English language.
- Incident free criminal background check

DUTIES & RESPONSIBILITIES:

- Instructs users on a one-on-one or in a group setting.
- Produces payroll reports as directed by policy for the Chief of Department.
- Performs quality control checks on entries into the Naviline System.
- Maintain databases & value sets within the Naviline System.
- Maintains computer files and other related databases.
- Creates reports as requested
- Assists with Grant applications.
- Advises the Information Services Officer and Chief Officers on matters related to records & database management.
- Update personnel pay rates as directed.
- All other duties as assigned by the Information Services Officer

SKILLS:

- Thorough knowledge of the Naviline System.
- Thorough knowledge & ability with computerized database analysis.
- Working knowledge of Microsoft Windows based operating systems.
- Thorough knowledge of department rules and regulations.
- Thorough knowledge of department policy & procedure manual.
- Strong written & oral communication skills.
- Strong organizational and record keeping skills.
- Ability to supervise and train subordinate personnel.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with staff and the general public.
- Ability to learn to perform various high level tasks utilizing a computer.

ANNUAL TRAINING REQUIREMENTS:

- Hazardous Materials: Awareness
- Workplace Harassment

PROBATIONARY REQUIREMENTS:

- 6-month probation period from appointment.