

**BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS**

Job Description

EOC FINANCE/ADMINISTRATION SECTION CHIEF

Position initially assumed by classified staff available (preferably business office, fiscal or accounting personnel), ideally assumed by pre-designated accounting/fiscal services staff.

RESPONSIBILITIES:

- ▶ The goals of creating a safe environment are to maintain rescuer safety and to remove victims as quickly as possible while minimizing additional injury.
- ▶ Responsible for financial tracking, procurement, and cost analysis related to the disaster or emergency.
- ▶ Maintain financial records, track and record staff hours.
- ▶ Ensure that all financial records are maintained throughout the event or disaster.
- ▶ Ensure that all on-duty time is recorded for all District emergency response personnel
- ▶ Ensure that all on-duty time sheets are collected from field level supervisors or Incident Commanders and their staffs.
- ▶ Ensure there is a continuum of the payroll process for all District employees responding to the event or disaster.
- ▶ Determine purchase order limits for the procurement function in Logistics.
- ▶ Ensure that workers' compensation claims resulting from the response are processed within a reasonable time, given the nature of the situation.
- ▶ Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.
- ▶ Provide administrative support to all EOC sections/teams as required, in coordination with the Personnel Unit.
- ▶ Activate units within the Finance/Administration Section as required; monitor team activities continuously and modify the organization as needed.
- ▶ Ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to the Superintendent or designee who will submit to the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.
- ▶ Watch for signs of stress in staff.
- ▶ Supervise the Finance/Administration Section.

ACTIVATION STAGE:

- ▶ Check in with EOC Director for situation/safety briefing.
- ▶ Put on position identifier such as vest, if available.
- ▶ Locate and set up workspace.
- ▶ Check in with the Documentation Clerk to collect records and information, which relate to personnel time keeping and/or purchasing.
- ▶ Follow the Activation/Demobilization Generic checklist.
- ▶ Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
- ▶ Based on the situation, activate units within section as needed and designate coordinators for each element:
 - Time Keeping Unit
 - Purchasing Unit
 - Compensation & Claims Unit
 - Recovery Unit
- ▶ Ensure that sufficient staff is available for a 24-hour schedule, or as required.
- ▶ Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to the Logistics Section.
- ▶ Meet with all Team Leaders and ensure that responsibilities are clearly understood.
- ▶ In conjunction with Team Leaders, determine the initial action planning objectives for the first operational period.
- ▶ Notify the EOC Director when the Finance/Administration Section is operational.
- ▶ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

OPERATIONAL STAGE:

- ▶ Assume the duties of all Finance/Administration positions until staff is available and assigned.
- ▶ As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- ▶ Ensure that Finance/Administration position logs and other necessary files are maintained.
- ▶ Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner.

- ▶ Participate in all action planning meetings.
- ▶ Brief all team leaders and ensure they are aware of the EOC objectives as defined in the Action Plan.
- ▶ Keep the EOC Director, general staff, and elected officials aware of the current fiscal situation and other related matters, on an on-going basis.
- ▶ Ensure that the Recovery Unit maintains all financial records throughout the event or disaster.
- ▶ Ensure that the Time Keeping Unit tracks and records all agency staff times.
- ▶ In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.
- ▶ Ensure that the Compensation & Claims Unit processes all workers' compensation claims resulting from the disaster, in a reasonable time frame, given the nature of the situation.
- ▶ Ensure that the Time-Keeping Unit processes all time sheets and travel expense claims promptly.
- ▶ Ensure that the Finance/Administration Section provides administrative support to other EOC teams as required.

DEMOBILIZATION STAGE:

- ▶ Follow the Activation/Demobilization Generic checklist.
- ▶ At the Incident Commander's direction, deactivate the section and close out all logs.
- ▶ Verify that closing tasks of all Finance/Administration positions have been accomplished. Secure all documents and records.

EQUIPMENT/SUPPLIES:

- ▶ Laptop Computer (if being used)
 - “Cheat Sheet” for Laptop Computer (instructions for laptop use and computer commands)
- ▶ District identification badge, clearly visible
- ▶ Forms:
 - Staff Duty Log
- ▶ Job Description clipboard
- ▶ Paper/pens
- ▶ Vest (employees wear green, volunteers/runners wear orange)