

**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 functi

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

