

<b>Job Title</b>	<i>Fire District Secretary</i>
<b>Reports To</b>	<i>District Administrator, Board of Fire Commissioners</i>

### **Job Purpose**

The Secretary is the “clerk” of the Fire District and records, maintains and distributes all applicable public actions taken by the Board of Fire Commissioners. The Secretary is also the Records Management Officer of the Fire District per Town Law.

The Fire District Secretary is appointed annually and required to take and file an annual oath of office.

### **Duties and Responsibilities, including but not limited to:**

- Prepare for, and attend all Board of Fire Commissioners (BoFC) meetings
- Responsible for the recording, transcription and distribution of minutes of meetings
- Keep complete and accurate records of proceedings of each meeting
- Keep accurate record of all propositions, rules and regulations adopted by the BoFC
- Distribute and handle all correspondence
- Custodian of all books, records, and papers of the fire district, including financial records for past years
- Records management, including creating, archiving and scheduling destruction of various records
- Comply with all FOIL requests as allowed by law
- Arrange all annual and special elections as required by law
- Responsible for various aspects of the annual budget process as required by Town Law
- Comply with all time frames for all required legal publications
- Prepare all notices and assure their compliance with Town Law
- Prepare all notices for posting & publication, including notices of any public meetings and public hearings
- Post all notices, including on the official website & bulletin board of the fire district
- Adhere to all fire district policies
- Handle all paperwork with regard to all district functions
- Participate in annual independent audit as necessary
- Maintain confidentiality in all matters
- Have such additional powers and perform such additional duties as the BoFC may determine

### **Qualifications and Experience**

- Proficient with general computer operations i.e. Microsoft Word, Excel, Outlook
- Specialized knowledge of NYS Laws and regulations relating to the duties of the fire district secretary including, but not limited to GML, Town, Local, FOIL laws
- Two years’ experience as an administrative secretary
- Preference given to those living within fire district boundaries and/or with Fire District experience

### **Working Conditions**

Special working conditions may include a range of circumstances from regular evening and weekend work as well as traveling to meetings and work in all four of the district fire stations. Attendance at work related training as necessary

### **Physical requirements**

The job may require moving and lifting objects weighing 35 lbs. as well as flights of stairs