

SECRETARY - BOARD OF FIRE COMMISSIONERS
(FIRE DISTRICTS)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Board of Fire Commissioners, the incumbent acts as clerk of the fire district, performing all clerical work and managing and having complete charge of all the books and records of the fire district. This is a highly responsible position, calling for the use of independent judgment. Supervision is not normally a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Attends all meetings of the Board of Fire Commissioners;

Keeps complete and accurate record of all proceedings;

Prepares minutes of the meetings;

Receives all communications and bills and presents them at regular meetings;

Records all propositions, rules and regulations adopted by the Board of Fire Commissioners;

Manages records and acts as custodian of all books for the fire district;

Prepares and posts all required notices on the fire district website and with the Town Clerk;

Submits annual budget to the Town or Towns where the district is located;

Acts as Records Management Officer of the fire district;

Answers all communications under the direction of the chairman;

Sends notices of regular and special meetings;

Copies various lists and other data;

Coordinates, arranges for and manages annual elections for the fire district.

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern business practices and procedures; good knowledge of fire district laws, regulations, procedures and terminology; ability to organize and administer a variety of activities; accuracy; tact; ability to present information to the public accurately and in a clear manner; ability to get along well with others; tact; honesty; dependability; accuracy; attention to detail; sound judgment and physical condition commensurate with the duties of the position.

DESIRED MINIMUM TRAINING AND EXPERIENCE: Either (a) graduation from high school or possession of a high school equivalency diploma and four (4) years of business experience in an office environment, or (b) a Bachelor's degree*; or (c) a satisfactory equivalent of the foregoing training and experience sufficient to indicate ability to do the work

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.