

BOARD OF FIRE COMMISSIONERS
FAIRVIEW FIRE DISTRICT

19 ROSEMONT BOULEVARD
P. O. BOX 1680
WHITE PLAINS, NY 10602-1680
TELEPHONE (914) 949-2828
FACSIMILE (914) 683-6734
WWW.FAIRVIEWFIRE.ORG

SECRETARY - BOARD OF FIRE COMMISSIONERS
Full-time (40 hours per week)

GENERAL STATEMENT OF DUTIES: The Fire District Secretary works under the direction of the Board of Fire Commissioners and the Fire Chief. The incumbent has complete charge of all the books and records of the Fire District and does related work as required pursuant to Town Law §178.

RESPONSIBILITIES: (Illustrative only)

Attend all meetings of the Board of Fire Commissioners;
Keep complete and accurate record of all proceedings, and prepare minutes of all Board meetings;
Answer all communications under the direction of the Board Chair or Fire Chief dependent on the subject matter;
Prepare legal notices and ensure publication;
Assist the Board in the preparation of resolutions and policies;
Prepare all General Orders of the Board;
Responsible for coordinating the annual Fire election and any special elections;
Receive and process all workers' compensation claims;
Serve as Freedom of Information Law Officer for Fire District records;
Interact with the Department of Civil Service and prepare paperwork required for the appointment, promotion, and retirement of employees;
Prepare specifications for bid;
Utilize benefit program eligibility guidelines to maintain proper enrollment of employees;
Prepare overtime and supplemental pay schedules;
Assist the Fire Chief in the preparation of Special Orders, memoranda, and sick and late records;
Assist in the preparation of the Department work schedule;
Additional duties are performed at the direction of the Board and the Fire Chief.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern business practices, procedures and terminology, good knowledge of Town Law and Workers Compensation Law. This is a highly responsible position, calling for the use of independent judgment.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: (a) Possession of a standard high school or high school equivalency diploma and six (6) years of business administrative experience; or (b) an Associate's degree or higher and three (3) years of business administrative experience.

This is an appointed position. The incumbent must be a resident of the Fairview Fire District throughout the term(s) of appointment pursuant to Town Law.

Resumes must be submitted by First-Class Mail to the Board of Fire Commissioners, Fairview Fire District,
P. O. Box 1680, White Plains, NY 10602-1680.

Resumes must be postmarked no later than December 9, 2019.