



# Greenfield Fire District Board of Fire Commissioners

## Job Vacancy Posting

**Richard Spackmann**  
Chairman

**Jackie Atwell**  
Commissioner

**Darren Barss**  
Commissioner

**Michael Chandler**  
Commissioner

**Kenneth Waite**  
Commissioner

Greenfield Center  
Fire Company (GFD #1)

13 South Greenfield Road  
Greenfield Center, NY 12866  
518-893-7111

Porter Corners  
Fire Company (GFD #2)

405 Bockes Road  
Porter Corners, NY 12866  
518-893-7390

Middle Grove  
Fire Company (GFD #3)

25 North Creek Road  
Middle Grove, NY 12866  
518-584-2228

Maple Avenue  
Fire Company (GFD #4)

613 Maple Avenue  
Saratoga Springs, NY 12866  
518-584-1401

**Posting Date:** Dec 19<sup>th</sup>, 2011

**Closing Date:** Jan 2<sup>nd</sup>, 2012

**Expected Start Date:** end of January/February 1<sup>st</sup>

**Salary:** Competitive & commensurate with qualifications & experience

### Job Description:

The position of Director of Purchasing / Deputy Secretary is vital to the operation of the Greenfield Fire District. The right candidate for this position must possess exceptional organizational skills, communication skills and customer service skills. It is important that the candidate act in a professional manner while working with the public and the Fire Department personnel. Duties of the position include:

1. Maintain records of all purchases made by the Greenfield Fire District
2. Research vendors for best prices of equipment requests
3. Effectively communicate status of orders to fire department personnel
4. Check incoming packages for accuracy
5. Maintain electronic inventory of fire department equipment
6. Perform as a back-up to the district secretary where necessary
7. Other tasks as defined by the Board of Fire Commissioners

### Minimum Qualifications for Appointment:

1. Excellent computer skills including internet, typing and email
2. Candidate must be able to lift large packages
3. Proficiency in Microsoft Office (Outlook, Word, Excel, Powerpoint) Knowledge of electronic inventory systems a plus
4. Candidates must be able to attend at least 2 nightly meetings per month (generally the second and fourth Wednesday's of the month) and present a monthly report of purchases
5. The candidate must possess and maintain a valid driver's license and have a vehicle to deliver equipment and items within the fire district.

### How to Apply:

Please submit your cover letter and resume by email to [secretary@greenfieldfd.org](mailto:secretary@greenfieldfd.org), or via mail to the Greenfield Fire District, P.O. Box 103, Greenfield Center, NY 12833.

**Resumes submitted after the Closing Date will not be considered**

*“Serving the Community Since 1947”*

**P.O. Box 103, Greenfield Center, NY 12833**

**Phone: 518.893.7391, Fax: 518.893.7391**

**Visit us online @ [www.GreenfieldFD.org](http://www.GreenfieldFD.org)**