



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 19th, 2011

Closing Date: Jan 2nd, 2012

Expected Start Date: end of January/February 1st

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, 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