



Greenfield Fire District Board of Fire Commissioners

Operations Secretary

Michael Chandler
Chairman

Jack Atwell
Commissioner

Donald Kugler
Commissioner

Andrea Mann
Commissioner

The Greenfield Fire District is looking for a professional and highly-motivated person to perform various general office, computer related and receptionist duties. This is a part time, permanent position, \$14-15 per hour starting salary commensurate with experience, approximately 20 hours per week. Candidate must have good communication skills, the ability to manage several projects simultaneously and work with many individuals. Must be flexible regarding work hours including some evenings and occasional weekends as necessary. Prior experience and individuals residing within Fire District Boundaries preferred. **Please email cover letter/resume no later than February 23, 2015 to Joyce Petkus, District Administrator at secretary@greenfieldfd.org.**

Job Duties will include, but are not limited to:

- Process and organize various paperwork regarding department and/or District functions by reading and routing correspondence and mail; collecting information; communicating. Handle mail, review correspondence, discard unneeded information, file important paperwork.
- Answer phones, greet visitors, process requests in a timely manner.
- Attend, take notes and transcribe Officer meetings; distribute to appropriate personnel when complete.
- Keep accurate records of all propositions/rules/regulations adopted by the Department.
- Maintain department schedule i.e. calendars for department personnel; arrange meetings, conferences, teleconferences, and travel as necessary.
- Register Officers/firefighters for various training/maintain training records.
- Responsible for department records management, including destroying all unneeded files consistent with NYS Schedule MU-1, and provide historical reference by utilizing filing and retrieval systems.
- Attend various fire association conferences/seminars/workshops.
- Comply with all FOIL and/or insurance requests as allowed by law.
- Preparing and printing various weekly or monthly reports for Officers.
- NFIRS and LOSAP data entry, including calculating firefighter points on monthly basis, submitting monthly and quarterly reports.
- Handle miscellaneous day to day operations as they arise and are necessary.

Secretary Skills and Qualifications:

Administrative Writing Skills, Reporting Skills, Supply Management, Scheduling, Computer Skills, Knowledge of Microsoft Office, Professionalism, Confidentiality, Organization, Typing, Verbal Communication.

“Serving the Community Since 1947”

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

Phone: 518.893.0723, Fax: 518.893.7006

Visit us online @ www.GreenfieldFD.org

Greenfield Center
Fire Company (GFD #1)

13 South Greenfield Road
Greenfield Center, NY 12833
518-893-7111

Porter Corners
Fire Company (GFD #2)

405 Bockes Road
Porter Corners, NY 12859
518-893-7390

Middle Grove
Fire Company (GFD #3)

25 North Creek Road
Middle Grove, NY 12850
518-584-2228

Maple Avenue
Fire Company (GFD #4)

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