



Merrimac Fire Department

16 East Main Street
Merrimac, MA 01860-2019
Office - 978-346-8211
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JOB POSTING

Part-time Administrative Assistant to the Fire Chief

19 hours/weekly

Essential Functions: *(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Essential Functions & Responsibilities:

- Serves as first interface with the public entering the fire station during normal business hours and interacts to provide issuance and receipt of fire prevention permits.
- Customer service activities include, but are not limited to: greeting and directing the public; processing various applications and permits; receiving and receipting various monies and payments; and managing telephone requests for information.
- Assures that the public is greeted in a prompt, warm, and service-oriented manner.
- Complies with federal HIPAA regulations concerning patient confidentiality. Prepares requisition forms for Fire Department purchases; completes account transfer forms as required.
- Assists Fire Chief with payroll administration and expense warrant preparation and research.
- Independent judgment and discretion is used and required in regards to performing normal daily functions.
- Maintains department payroll records including; salary, overtime, vacation and attendance information and submits the biweekly payroll records to the Fire Chief for submission to the treasurer.
- May also assist with monthly shift scheduling for part-time per diem and on-call personnel. Prepares biweekly expense warrant for approval and submission by the Fire Chief.
- Writes specifications for Fire Department materials and equipment purchases as directed by the Fire Chief or other departmental personnel.
- Assist with obtaining competitive quotes and bids from potential vendors relative to material and equipment purchases.
- Maintains confidential files concerning specifications, bids, vendors, and departmental equipment and materials.
- Assists in compiling data for annual Fire Department budget and enters them into the computer, utilizing budget formats provided by the Finance Director.
- Assists with grant preparation, conducts research, and provides information to the Fire Chief for special projects, as assigned.
- Assists with the management of fire department records; inputs data, checks data for accuracy and completeness.

- Tracks and monitors program costs, prepares budget summary and expenditure reports, and alerts the Fire Chief of any potential overspending or other issues and concerns relating to the management of the department budget.
- Prepares and distributes correspondence and other materials to appropriate staff.
- Performs other related duties as required.

Supervision: Works under the general direction of the Fire Chief and Asst. Fire Chief. Most duties are pre-assigned and require weekly reporting to the Fire Chief or other staff members. Duties require independent judgment, initiative, and the ability to follow through without direct supervision.

Recommended Minimum Qualifications Education and Experience: High School Graduation or GED equivalent; College degree in Business Administration or Finance preferred. Experience in secretarial and business environment with two years' experience in the field, including experience in customer service or an equivalent combination of experience, education, and training that would provide the level of knowledge and ability required for the position.

Knowledge: Thorough knowledge of office procedures, practices and terminology. Thorough knowledge of accounts receivable/accounts payable process. Knowledge of office equipment and the operation of computer software applications, particularly word processing, spreadsheet, database, email and internet. Strong knowledge and proficiency with specialized municipal software, procedures and practices required for administration of financial management and purchase order systems.

Ability: Ability to maintain detailed and accurate records. Ability to be a positive influence and team player in the sometime stressful firehouse environment. Ability to communicate effectively verbally and in writing. Ability to maintain records and prioritize tasks. Ability to multi-task effectively and work within time lines. Ability to respond with tact and courtesy when dealing with the public. well as ability to manage records management and incident reporting system. C.P.R. and First Aid Certifications will be required within three months of being hired.

Skills: Good interpersonal, oral, and written communications skills. Excellent customer service and interpersonal skills. Skill in operating computers and utilizing appropriate software applications. Excellent organizational skills. Office management skills. Skill in all of the above listed tools and equipment.

Physical Requirements: Performance of the duties of this job includes that the employee is regularly required to walk, stand, stoop, and sit at a desk. Minimum lifting of office supplies will be required as well as routine maintenance of printers, copiers, and fax machines. Has the ability to operate a keyboard efficiently. To perform this job successfully, the person in this position must be able to perform each essential job function satisfactorily.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

EQUAL EMPLOYMENT OPPORTUNITY POLICY: The policy of the Town of Merrimac is to provide equal employment opportunity to all candidates for employment or appointment and administer working conditions, benefits, privileges of employment, training, advancement, upgrading, promotion, transfers and terminations of employment for all employees without regard to race, color, veteran status, religion, national origin, sex or age, physical and/or mental handicap or sexual preference.

All interested individuals should forward their resume to: lfisher@merrimacfire.org with "Administrative Assistant" in the subject line.

This job posting will remain active until filled.