

## **Union Vale Fire District**

P.O. Box 21, Verbank, NY 12585

### **Job Title: Fire District Secretary**

Reports To: Board of Fire Commissioners

FLSA Status: Non-Exempt

Employment Type: Part-Time

Location: Union Vale Fire District, Verbank, NY

### **Position Purpose**

In accordance with New York State Town Law §174, the Fire District Secretary serves as the official clerk and recordkeeper of the Union Vale Fire District. The Secretary is responsible for maintaining all official records of the Board of Fire Commissioners, recording the minutes of meetings, and preparing and attesting to all district correspondence, resolutions, and legal notices. This position ensures compliance with applicable state statutes, including the Open Meetings Law and records retention requirements, and provides administrative support necessary for the effective operation and governance of the Fire District.

### **Position Summary**

The Fire District Secretary provides administrative and clerical support exclusively to the Board of Fire Commissioners. This position involves preparing meeting agendas and minutes, posting public notices, maintaining district files and official documents, and assisting the Board in fulfilling its statutory responsibilities. The Secretary must attend two regularly scheduled monthly meetings and any special meetings called by the Board, acting as the custodian of all official district records.

### **Essential Duties and Responsibilities**

- Prepare and distribute agendas, meeting notices, and supporting materials for the Board of Fire Commissioners.
- Attend two regularly scheduled monthly meetings and any additional or special meetings called by the Board.
- Record, transcribe, and maintain accurate and complete minutes of all meetings of the Board of Fire Commissioners.
- Maintain and safeguard all official district records, correspondence, and documents in accordance with state laws and district policies.
- Prepare, post, and publish legal notices, resolutions, and other official documents as required by law.
- Serve as custodian of official district records and respond to Freedom of Information Law (FOIL) requests as directed by the Board.

- Handle all incoming and outgoing correspondence, including mail, phone calls, and electronic communications on behalf of the Board.
- Maintain and organize district files, policies, contracts, and administrative documentation, and input of LOSAP related documentation.
- Coordinate with Board members, district personnel, and outside agencies as needed to support district operations and communications.
- Assist with preparation of annual reports, elections, and other administrative projects as directed by the Board.

## Qualifications

### Education and Experience:

- High school diploma or GED required, associate's degree or higher in Business Administration, Office Management, or related field preferred.
- Minimum of 3 years of administrative or clerical experience, preferably within a government, fire district, or other public agency setting.
- ***This position is open to external candidates only. Company Members are not eligible to apply.***

### Knowledge, Skills, and Abilities:

- Strong organizational and recordkeeping skills with exceptional attention to detail.
- Excellent written and verbal communication abilities.
- Proficiency in Microsoft Office Suite, Google Workspace, or equivalent software.
- Knowledge of New York State Town Law, Open Meetings Law, and public records management preferred.
- Ability to handle confidential information with discretion and professionalism.
- Professional demeanor and effective interpersonal skills in working with the public and district officials.
- Ability to work independently, prioritize multiple tasks, and meet deadlines.

## Working Conditions

- Primarily office-based environment.
- Attendance required at two regularly scheduled monthly meetings and any special meetings, which may occur during evenings or weekends.
- Occasional lifting of files or office materials (up to 25 lbs).
- Use of standard office equipment including computer, printer, copier, and telephone.

## Compensation and Benefits

### Part-Time Position

Salary Range: 20,000-25,000 per year

No medical or health benefits provided

### **Appointment and Term**

The Fire District Secretary is appointed annually by the Board of Fire Commissioners at the organizational meeting held in January, in accordance with New York State Town Law §174. The Secretary serves at the pleasure of the Board and performs duties as assigned or prescribed by law.

### **Application Process**

Interested candidates should submit a resume and cover letter to:

Union Vale Fire District  
Attn: Susan Tirante, Board of Fire Commissioners  
P.O. Box 21  
Verbank, NY 12585

Application Deadline: [Insert Date]