

# Town of New Boston

## Fire Department Administrator Job Opening

The New Boston Fire Department is seeking to fill a part time position as the Department Administrator. This position reports to the Fire Chief and will be a 2 shift, 16 hour a week position. One of the work days must be Monday and the other workday is to be determined. Applicants must be a New Hampshire licensed EMT or Paramedic, and possess solid administrative skills along with a well-established knowledge of Microsoft applications, web site and database management. A detailed job description can be viewed on the Fire Department Page of the Town Website.

**Position Title:** .....Fire Department Administrator

**Division:** .....Fire Department

**Supervised by:** .....Fire Chief

**Supervises:** .....Admin Personnel

**Status:** .....Non-Exempt / Career

**Hours:** .....16 hours/week (based on 2-8 hour work days, Monday and TBD)

**Salary:** .....Range is \$16.53 - 21.59

### **GENERAL PURPOSE**

Performs a variety of administrative and support work related to the fire department.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Fire Chief and Board of Fire Wards.

### **SUPERVISION EXERCISED**

Administrative supervision of Department personnel

- Day to day activity
- Coordination of information due from members
- Various project work

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **General Administration**

- Management of Annual payroll documents
- INFIRS Reporting Management
- Billing Company Interface
- Orange Book Updates
- Update School Evacuation Program
- Phone List (including assigning state number)
- Field Notes Form
- Time Sheets
- Base Access Form
- Maintain Fire Manager Library Information
- FD Database Management – (Fire Manager, IAR, Code Red)
- New Member Processing (paperwork, uniforms, gear, ID badge pictures etc.)
- Special Projects as assigned

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- Associate Degree in business administration, Public Administration, or a closely related field plus three (3) years' experience in a fire department environment **OR**, proven experience (5) years in a business environment in which primary responsibilities related directly to business management.

#### **Necessary Knowledge, Skills and Abilities:**

- *Extensive knowledge of:*
  - Business Administration

- Computer use, applications,
- Office management and organization
- Solid Interpersonal skills
- Fire Department administration and operations
- *Advanced working knowledge of:*
  - Skill in the operation of the tools and equipment listed.
- *Ability to:*
  - Follow verbal and written instructions.
  - Communicate effectively, both orally and in writing.
  - Set priorities and follow projects through to completion.
  - Work effectively with other district members, supervisors, and the public.
  - Ability to perform basic and advanced operations within Microsoft Office software including: word processing, spreadsheet development and analysis, email, calendar, contact lists, database forms, database queries, database reports, and publication development and printing.
  - Ability to analyze office management problems and work methods and recommend or develop changes.
  - Ability to develop, present, understand and interpret charts, graphs, and tables.
  - Ability to write clear, concise, narrative reports.