

## **Secretary / Deputy Treasurer – Duties and Responsibilities**

### **Administrative Support to the Board of Fire Commissioners**

- Attends regular and special meetings of the Board of Fire Commissioners as required; prepares meeting agendas, records and transcribes official minutes, and distributes materials and documentation to commissioners in a timely manner.
- Processes incoming correspondence and prepares responses to routine inquiries, including requests for fire reports and public information releases.
- Coordinates travel arrangements and related logistics for chiefs, commissioners, and fire department personnel attending conferences, training programs, and official events.

### **Records Management and Regulatory Compliance**

- Maintains, secures, and administers district records, including personnel files, confidential medical records, and documentation related to vehicles, facilities, equipment, repairs, and capital purchases.
- Ensures that district membership and electronic records are accurate and current.
- Prepares and submits annual reports and other documentation required by local, state, and regulatory agencies.
- Files required legal notices, reports, and official documentation with the Town of Plattsburgh, the Town of Schuyler Falls, and other governmental entities in accordance with applicable laws and regulations.

### **Legal Notices and Procurement Documentation**

- Prepares, publishes, and maintains records of legal notices in designated newspapers in compliance with statutory requirements.
- Drafts and distributes official district documents, including bid specifications, requests for proposals, procurement notices, and referendum materials related to voter authorization of expenditures.

### **Elections Administration**

- Organizes, coordinates, and administers annual fire district elections and any special elections and referendums in accordance with New York State Election Law and fire district regulations.

### **Scheduling and Facility Coordination**

- Maintains the district master calendar, including scheduling of meetings, training sessions, drills, and special events.
- Coordinates use of district facilities with outside agencies and community organizations in accordance with district policies.

### **Interagency and Vendor Liaison**

- Serves as principal administrative liaison between the district and vendors, contractors, service providers, insurance representatives, and insurance carriers.
- Acts as district liaison with state and regional fire service organizations, including but not limited to FASNY, the New York State Association of Fire Chiefs, and the New York State Association of Fire Districts.

### **Professional Certification Requirement**

- Obtains and maintains Notary Public certification in Clinton County as a condition of employment paid for by district.

## **Minimum Qualifications**

Either:

A. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid experience in a business-related field, such as business administration or human resources.

Or:

B. An equivalent combination of education, training, and experience as defined by the appointing authority.

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## **Distinguishing Features of the Job Title**

- Thorough knowledge of federal, state, and local laws, rules, and regulations governing the operation and administration of a fire district.
- Ability to use personal computers and common office software, including Microsoft 365 applications (Word, Excel, Teams), electronic mail systems, calendar and scheduling software, and other word processing programs, sufficient to prepare records, correspondence, and reports and to communicate effectively with the public, the Board of Fire Commissioners, and the Fire Chief or their designated representatives.
- Ability to establish and maintain effective working relationships with the Board of Fire Commissioners, the Fire Chief, and others.
- Maintain Notary Public License (initial training and license fees will be covered by district)
- Ability to work independently; plan and organize work; meet deadlines; and exercise sound judgment, initiative, and resourcefulness in carrying out assigned duties.
- Possess knowledge of accounting or bookkeeping.
- Ability to obtain a surety bond.
- Experience as a first responder is beneficial but not mandatory.