

February 2023

I. POSITION TITLE: **Assistant to the Fire Chief**

II. SUPERVISOR: Day to day responsibilities are overseen by the Fire Chief. The Town Administrator oversees the hours worked.

III. GENERAL DESCRIPTION OF DUTIES: The assistant is responsible for a variety of administrative and clerical work in support of the Fire Chief. Work consists of a variety of duties that generally follow established standardized operating practices, procedures, regulations, or guidelines.

IV. DUTIES AND RESPONSIBILITIES:

A. Provide administrative support to the Fire Chief.

B. Assist with, but not limited to, the following:

- a. Prepare and process records, letters, permits, forms, memoranda, mail, and correspondence of a public and a confidential nature.
- b. Prepare detailed and mandatory reports for local and state agencies.
- c. Develop departmental goals and plans to achieve them.
- d. Budgeting.
- e. Prepare and administer grant applications.
- f. Red Light permits:
 - i. Process for department members via the Massachusetts RMV.
 - ii. Rescind permits at Chief's direction.
- g. Update the Department's webpage and social media forums ensuring information is current and correct.
- h. Research, compile, draft and update as needed the Standard Operating Guidelines/Procedures.

C. Perform all other related duties as assigned by the Fire Chief.

D. Maintain sensitive and confidential files, records and materials specific to the office of the Fire Chief.

E. Maintain log of false alarm calls and processes billing.

F. Remain current on operating guidelines administered by MEMA, FEMA, the National Fire Academy and more.

G. Research and maintain understanding of 527 CMR Fire code.

V. KNOWLEDGE, SKILLS and ABILITIES:

- A. High school diploma or GED.
- B. Ability to work with little day to day supervision.
- C. Must be a self-starter with strong organizational, time management, multi-tasking and interpersonal skills.
- D. Comprehensive knowledge of office management, personnel, financial, and administrative practices.
- E. Formulate / implement administrative procedures.
- F. Analyze difficult administrative and operational problems and develop and present sound conclusions and recommendations.
- G. Working knowledge of office software applications including Microsoft Word, Excel, and Internet Explorer , Zobrio Cash Management, websites and the internet in support of Fire department operations.
- H. Familiarity with IMC incident reporting system, “Firehouse” and “I am Responding” software.
- I. Knowledge of town bylaws and Massachusetts General Laws and regulations pertaining to the provision of fire and EMS services including the processing of department permit applications.

VI. SUPERVISORY RESPONSIBILITIES: none

VI. POSITION GRADE LEVEL: *Grade 9, Step 1 requested*

VII. TIME REQUIREMENT: *current 7 hours per week see letter for details*

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

- APPROVALS: **APPROVED BY HRBC 3/2/23**

PERSONNEL BOARD, chair _____ DATE _____

SELECT BOARD, chair _____ DATE _____