

Assistant Fire District Secretary – Job Description

Position Title: Assistant Fire District Secretary

Employment Type: Part-Time (approx. 20 hours/week)

Reports To: Board of Fire Commissioners

Location: 1136 Front Street, Suite 1, Vestal, NY 13850

Salary: \$20 – \$25 per hour (based on experience)

Application Deadline: April 6, 2026

Position Overview

The Assistant Fire District Secretary supports the Fire District Secretary in performing administrative, clerical, and statutory duties for the Fire District. This position ensures accurate record-keeping, compliance with NYS laws and regulations, and efficient office operations (cross training in various functions in the Fire District office). While residency within the fire district is preferred, NYS law allows the Board to appoint a qualified non-resident if there is no qualified resident.

Principal Duties & Responsibilities

(Duties may be modified by the Board of Fire Commissioners as needed.)

Meeting and Record Duties

- Attend all regular and special meetings of the Board of Fire Commissioners.
- Prepare, record, transcribe, and distribute accurate minutes of all meetings.
- Maintain a complete and accurate record of all proceedings, resolutions, actions, and official District documents.
- Prepare and distribute meeting agendas and supporting materials in advance.

Legal, Compliance & Public Notices

- Prepare, post, and publish all legal notices, meeting announcements, and required public notifications in compliance with NYS law.
- Respond to Freedom of Information Law (FOIL) requests and act as Records Access Officer if delegated.

- Maintain records according to NYS retention schedules and manage archiving/destruction as appropriate.

Election & Administrative Support

- Assist in planning, and organizing, annual and special Fire District elections (notices, ballots, polling arrangements).
- Assist with the preparation and filing of required documents with town clerks and other authorities.
- Provide general clerical support including answering phones, handling correspondence, and data entry.
- Assist with special projects and administrative support as directed by the Fire District Secretary or Board.

Required Knowledge, Skills, & Abilities

- High School Diploma or equivalent; additional administrative or office-related training preferred.
- Previous experience in administrative, clerical, or office support roles strongly preferred.
- Strong organizational, written and verbal communication skills.
- Proficiency with computers and office software (e.g., NERIS, RedNMX / RedAlert, Microsoft Word, Excel, Outlook and PowerPoint).
- Ability to maintain confidentiality, exercise good judgment, and work independently.

Preferred Qualifications

- Experience with NYS municipal or fire district administrative procedures.
- Familiarity with FOIL, Open Meeting Law, and record management.
- Notary Public or willingness to obtain (optional but beneficial).
- Knowledge of NYS Fire District Secretary responsibilities and statutory duties.

Working Conditions

- Work performed at the Fire District office as needed, with attendance at evening Board meetings.
- Part-time hours with flexibility based on meeting schedules and administrative workload.

Equal Opportunity Employer

The Vestal Fire District is an Equal Opportunity Employer and is committed to inclusive hiring practices.

Application Instructions

Please submit a **cover letter, resume, and references** to:

Susan Bowen, Fire District Secretary
sbowen@vestalfiredistrict.org

1136 Front St., Suite 1, Vestal, NY 13850

District office telephone number: 607-797-2756

Applications are available at the Fire District Office and must be received by **April 6, 2026**