



Hartsdale Fire District
300 West Hartsdale Ave
Hartsdale, NY 10530
Phone (914) 949-2325 | Fax (914) 949-7629

Fire District Secretary Job Posting

Nestled in the heart of New York's Hudson Valley, the Hartsdale Fire District provides a full range of emergency, planning, and prevention services to the residents and visitors of the Town of Greenburgh and greater Westchester County. Named the 9th Most Family-Friendly town in the nation by Fortune Magazine in 2023, the area offers ample recreation, shopping, and proximity to New York City. The fire district is seeking a qualified individual to join our team as Fire District Secretary.

The District Secretary will provide high-level administrative support to the Board of Fire Commissioners and the Fire Chief, ensuring the efficient operation of the fire district's activities. This role includes attending meetings, maintaining accurate records, and managing various administrative tasks. The position requires proficiency in different software tools and the ability to effectively handle multiple responsibilities. Key duties involve managing records, coordinating healthcare and retirement benefits, and performing additional tasks as assigned by the Board and the Fire Chief. Additionally, the District Secretary will provide administrative support, including preparing correspondence, scheduling meetings, creating website and social media postings, and responding to information requests.

Job Location: Hartsdale, New York, with partial remote opportunity

Position Type: Full Time, 40 hours per week

Salary Range: \$100,000 to \$130,000, based on education and experience

Travel Required: No

Date Posted: 03/28/2025

Posting Expires: 4/11/2025 at Noon (12:00 PM)

Applications Accepted By:

HR Contact: Raymond Maseda, Fire Chief

Email: chief@hartsdalefire.org

Fax: (914) 948-2459

Subject Line: District Secretary Application

Prospective applicants should send a letter of interest and a resume to the contact information listed above. Please include any relevant certifications with your documents. The Fire District accepts documents via email, standard mail, and fax. All standard mail must be postmarked by April 11, 2025, to be considered.

Job Duties and Responsibilities:

- Attend all Board meetings of the Fire Commissioners and act as clerk.
- Keep a complete and accurate record of the proceedings of each meeting.
- Record all propositions, rules, and regulations adopted by the Board.
- Coordinate and manage annual public elections for the district.
- Assist the Fire Chief in the daily administrative tasks of the fire department.
- Manage records and coordinate healthcare and retirement benefits.
- Prepare invoices, reports, memos, letters, and financial statements, and process payroll information using various software.
- Coordinate office services, including records management, website and social media updates, budget preparation, and personnel issues.
- Answer phone calls, direct calls, and take messages.
- Prepare responses to routine inquiries and distribute incoming correspondence as needed.
- Arrange meeting agendas and prepare documents for meetings.
- Conduct research, compile data, and prepare papers for consideration by the Fire Chief and Board.
- Perform general office duties, such as ordering supplies and maintaining records management systems.

Qualifications and Education Requirements:

- High school graduation or possession of a high school equivalency diploma required.
- A combination of college education, human resources, and business or clerical experience is preferred.
- A good knowledge of modern business practices, procedures, and terminology, the ability to get along with others, tact, accuracy, honesty, and good judgment.

Preferred Skills:

- Proficiency in word processing, spreadsheets, and office productivity suites (e.g., Office 365)
- Experience in accounting software (e.g., Intuit QuickBooks).
- Experience with calendar and scheduling software.
- Knowledge of document management software (e.g., Adobe Acrobat).
- Proficiency in electronic mail software (e.g., Microsoft Outlook).
- Ability to use internet browser and network conferencing software (e.g., Microsoft Teams).