



**Empire Station**

405 Empire Boulevard  
Irondequoit, NY 14609  
585-482-8584

**Culver Station**

2960 Culver Road  
Irondequoit, NY 14622  
585-467-4241

**Irondequoit Fire District**  
**Chief Shane Metcalfe**  
[Irondequoitfire.org](http://Irondequoitfire.org)

**Job Title:** Part-Time Deputy Treasurer/Deputy Secretary

**Location:** Irondequoit Fire District, Irondequoit, NY

**Job Type:** Part-Time

**Overview:** The Irondequoit Fire District is seeking a skilled and dedicated individual to join our team as a Part-Time Deputy Treasurer Secretary. This role is critical in managing the financial and secretarial responsibilities of the fire district.

**Responsibilities:**

- **Financial Duties:**
  - Manage all aspects of budgeting, banking, and bill payments.
  - Coordinate the gathering of information for annual audits.
  - Handle payroll and purchasing operations.
  - Compare and evaluate insurance rates.
  - Assist the Fire Chief's designee with payroll as needed.
  - Oversee day-to-day purchasing activities.
  
- **Secretarial Duties:**
  - Take and post minutes of meetings.
  - Publish legal notices and manage HR forms, including healthcare.
  - Support grant writers by obtaining necessary information.
  - Coordinate and conduct annual elections.
  - Administer audits.
  - Act as the retirement benefits coordinator with NYSLRS.

**Qualifications:**

- Proven experience in financial management, secretarial duties, or executive officer roles.
- Demonstrated ability to lead and manage comprehensive administrative tasks.
- Excellent organizational and communication skills.
- Ability to handle multiple tasks efficiently and effectively.
- Knowledge of local government operations is preferred.

- Proficiency in office software and administrative technology.
- Prior experience in a leadership role within emergency services or similar environments is highly valued, as it brings a wealth of understanding necessary for the complexities of this position.

**Reporting:** This position reports to the Fire Chief or their designee

**Compensation:** \$38-43 dollars per hour based on experience

**Schedule:** As this is a part time position, the schedule is flexible based on the needs of the fire district. Appointees to this position will be required to be available for Fire District Commission Meetings twice a month.

**Application Process:** Interested candidates should submit a resume and cover letter outlining their qualifications and experience. Please send applications to Chief Shane Metcalfe at [smetcalfe@irondequotfire.org](mailto:smetcalfe@irondequotfire.org)

**Deadline for Application:** September 21<sup>st</sup> 2024