

## CENTERVILLE OSTERVILLE MARSTONS MILLS FIRE DISTRICT

### Executive Assistant to the Fire Chief

**TO APPLY FOR THIS POSITION YOU MUST SUBMIT A COMPLETED APPLICATION, COVER LETTER AND RESUME. INSTRUCTIONS AND APPLICATION MAY BE FOUND ON THE COMM FIRE WEBSITE ([www.commfiredistrict.com](http://www.commfiredistrict.com)).**

**Incomplete or improperly submitted application packages will not be considered.**

The Centerville-Osterville-Marstons Mills Fire Dept. has an opening for a full-time Executive Administrative Assistant to the Fire Chief position. A full copy of the job description and required qualifications are attached. The salary range is \$24.00 to \$ 28.00 per hour to start and will be based on experience and education. COMM Fire District offers an **excellent** benefits package including health, dental, vision and life insurance. The position works M-F, 0800–1600 hrs. with occasional evening meeting attendance required.

### JOB DESCRIPTION

#### CONFIDENTIAL EXECUTIVE ASSISTANT TO FIRE CHIEF

##### Job Summary

The Confidential Executive Assistant to the Fire Chief (EA) shall provide administrative support to the Fire Chief, Deputy Fire Chief and the Board of Fire Commissioners. The position is non- exempt. Areas of coverage include the Board of Fire Commissioners meetings, policies and procedures of the Centerville-Osterville-Marstons Mills Fire Department and general bookkeeping assistance. The EA shall have access to confidential information including but not limited to collective bargaining strategy, grievance matters, internal investigations of the Department and the District position on litigation and other pending issues. Also the EA shall be responsible for duties outlined below and as well as other duties assigned. The position requires a high degree of confidentiality, independent judgment and the exercise of discretion.

The EA shall function as a supervisor in charge of all office personnel working in the Administrative offices of the COMM Fire Department and shall assist the Fire Chief in evaluating the office personnel. The EA shall work under the direction of the Fire Chief and Deputy Chief.

The EA shall oversee the completion of, and be capable of performing, the following essential functions:

- Develop and post notice to the public of upcoming Commissioner meetings
- Attend and maintain minutes and records for the public and executive session meetings of the Board of Fire Commissioners;
- As a confidential employee the EA shall have access to labor relations matters and may assist with or participate in labor negotiations, grievance handling and other labor relations activities regarding the District's collective bargaining units.
- Department payroll/accounts payable; and ambulance billing;
- Typing of various correspondence included but not limited to letters, memo, minutes of the Board of Fire Commissioners, group meetings, special meetings, interoffice correspondence and standard operating procedures;
- Schedule appointments and meetings;
- Maintain and update the Department's general files, personnel and confidential files of all Fire Department employees;
- Maintain and update the certification and recertification records and medical records of the Fire Department employees;
- Maintain and update the time off records (vacation, sick, and other miscellaneous time off), uniform accounts, educational incentive and other related payroll information for Fire Department personnel;
- Maintain the Fire Department budget;
- Maintain the following records of the Department: Rules and Regulations, Standard Operating Guidelines, department drug and ambulance licenses; union contracts, bid contracts, Department forms, fire receipts;
- Responsible for assisting with the issuing Fire Department permits for smoke detector inspections on resale of properties and new construction, permits for oil burner inspections, sprinkler systems, black powder permits, agricultural burn permits and other miscellaneous permits issued by the Fire Department;
- Responsible for the managing of Injured on Duty claims;
- Responsible for all new hire paperwork and processing;
- Event coordination as required by the Fire Chief;
- Respond and process all records requests from insurance companies, attorneys and citizens;
- Answer Administrative business telephone calls and when necessary emergency calls and assist Dispatch;
- Maintenance of office equipment and office supplies.

### **Job Requirements: Minimum Qualifications**

#### **Education, Skills, Knowledge and Abilities**

Training and experience equivalent to a community college or above and five years of responsible administrative support experience. College or business school training may be substituted for up to two years of the experience requirement. Experience in a secretarial role or in a similar capacity to a senior level administrator is desirable. Other combinations of

experience, education and training that would provide the required knowledge, skills and abilities will be considered.

Knowledge of: secretarial functions, services and techniques, office practices and procedures; policies, procedures and practices applicable to the area of assignment; relevant technological applications and resources; business correspondence standards including English, grammar, formatting, spelling and punctuation; mathematical and statistical knowledge appropriate to the assignment.

Ability to: develop and maintain effective working relationships with officials and employees at all levels; communicate effectively, both orally and in writing; demonstrate high levels of discretion and tact in contacts with the public; utilize necessary computer applications at an advanced level; understand and follow broad and complex instructions; exercise considerable judgment and initiative and discretion; be flexible to changing conditions; make quick and accurate decisions; handle sensitive and confidential matters and situations whether oral, written, or electronic, that should be maintained in a manner that ensures its confidentiality as the release of such confidential information may result in negative impact on the District; perform a variety of independent research and analysis activities.

### **Computer Skills**

A strong background working with Microsoft Office Suite is required.

### **Work Environment and Physical Requirements**

The EA works in an office setting but may be assigned more physical duties such as transporting office supplies and equipment. Duties typically involve managing multiple priorities, handling interruptions, deadlines and other work pressures. The usual and customary methods of performing the job's functions require the following physical demands and/or methods: lifting, carrying, pushing and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking and 10% standing.



## CENTERVILLE-OSTERVILLE-MARSTONS MILLS FIRE DISTRICT

DEPARTMENT OF FIRE-RESCUE & EMERGENCY SERVICES

1875 Route 28 • Centerville, MA 02632-3117  
508-790-2375 x1 • FAX: 508-790-2385

Michael J. Winn, Chief  
Byron L. Eldridge, Deputy Chief

Martin O'L. MacNeely, Fire Prevention Officer  
Michael G. Grossman, Fire Prevention Officer

TO: Executive Assistant Applicant

FROM: Chief Michael Winn

DATE: November 20, 2020

Thank you for your interest in applying for the Executive Assistant position at COMM Fire Department. The enclosed forms should be completed legibly by the applicant himself/herself. All of the questions must be answered, if applicable. If not applicable, indicate such with "n/a."

In addition to the application, cover letter and resume we are requesting that you submit a brief sample of your writing in a professional setting. Examples could include a thank you letter, policy, fundraising request, etc.

**Completed application packets must be returned to our offices at the above address or by email to [mwinn@commfiredistrict.com](mailto:mwinn@commfiredistrict.com) by December 3 at 1600 hrs.**

Should you have any questions you may call our Administration Office at 508-790-2375 Ext. 1. I look forward to receiving and reviewing your application.

# C-O-M-M FIRE DEPARTMENT

## EMPLOYMENT APPLICATION

As an equal opportunity employer, COMM Fire Department does not discriminate in hiring or in terms and conditions of employment because of an individual's race, creed, ancestry, color, sex, age, religion, handicap or disability, marital or veterans status, national origin, sexual orientation or any other legally protected status. COMM Fire Department only hires individuals authorized for employment in the United States.

**If you are submitting a resume and cover letter as substitution in completing any portion of this application you may write "See Resume". In doing so, you are expressly certifying that any statements and information contained therein are incorporated into the application form and the conditions of your affixed Applicant signature.**

**Position Applying For:** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_

Schedule Desired: ( ) Full Time ( ) Part Time ( ) Temporary ( ) Seasonal Are you on layoff subject to recall? \_\_\_\_\_

Are there any hours, shifts or days you cannot or will not work? \_\_\_\_\_

Are you willing to work overtime as required? \_\_\_\_\_

Are you able to meet regular attendance & punctuality requirements of the job? \_\_\_\_\_

Available start date? \_\_\_\_\_

## PERSONAL INFORMATION

(Last Name) \_\_\_\_\_ (First Name) \_\_\_\_\_ (Middle Name) \_\_\_\_\_

Are you authorized for employment in the U.S.? ( ) Yes ( ) No

(Present Street Address) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

If you are under 18 years of age state your age? \_\_\_\_\_

(Home Phone) \_\_\_\_\_ (Cell Phone) \_\_\_\_\_ (Email address) \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_ yes \_\_\_\_\_ no If so, please explain: \_\_\_\_\_

*For applicants for jobs that require driving:*

Do you have a valid MA Driver's License? Number \_\_\_\_\_ Class \_\_\_\_\_ Expiration Date \_\_\_\_\_

Do you authorize COMM to check your driving record for repeated or significant traffic violations? Yes \_\_\_\_\_ No \_\_\_\_\_

## EDUCATION

TYPE OF SCHOOL	NAME & LOCATION OF SCHOOL	DEGREE/AREA OF STUDY	NO. OF YEARS COMPLETED	GRADUATED (Check One)
HIGH SCHOOL				( ) Yes ( ) No
COMMUNITY COLLEGE				( ) Yes ( ) No
COLLEGE				( ) Yes ( ) No
GRADUATE SCHOOL				( ) Yes ( ) No
TECHNICAL SCHOOL				( ) Yes ( ) No
OTHER				( ) Yes ( ) No

## TRAINING & PROFESSIONAL LICENSES OR CERTIFICATIONS

List job-related licenses or certificates that you possess, and/or academic and professional activities and achievement awards, publications or technical-professional associations you are a member of. Exclude organizations which indicate race, creed, color, sex, age, religion, handicap or national origin of its members.	Date Awarded

## SKILLS

	Beginner	Intermediate	Advanced Level
Knowledge of word processing			
Knowledge of spreadsheets			
Knowledge of databases			
Accounting systems knowledge			
Bookkeeping knowledge			

In addition to work history (below), what other experiences, skills or qualifications would be applicable to position applied for: (include word processing, spreadsheet, machinery or equipment able to operate)

Indicate any foreign languages you can speak, read and/or write either fluently or conversationally:

## EMPLOYMENT HISTORY

Starting with your present or last job list *all* paid, volunteer, full or part-time work, military service, and summer jobs performed during the last 10 years (include work performed more than 10 years ago if it applies to the job you want). Use the back of the application and/or additional sheets of plain white paper if you need more space.

May we contact you present employer? ( ) Yes ( ) No

Name and Address of Employer & Date of Employment	Position & Duties	Reason for Leaving
Phone: Dates (From/To):		
Phone: Dates (From/To):		
Phone: Dates (From/To):		
Phone: Dates (From/To):		

Please list three employment-related references who are familiar with your work. Do not list relatives or friends.

Name	Address	Phone	Place of Employment	Position Held
1.				
2.				
3.				

**PERSON TO CONTACT IN CASE OF EMERGENCY**

Full Name:	Address:	Phone:
Place of Employment:	Address:	Phone:
Relationship to you?		

**APPLICANT'S CERTIFICATION AND AGREEMENT**

**Please Read this Statement Carefully**

I understand that this application is not a contract of employment. I understand that to be employed, I must be lawfully authorized to work in the United States, and I must show COMM Fire Department documents that will prove this. I also understand that I may be required to successfully complete a medical or psychological examination, including a urine drug analysis, before employment and/or as a condition of continued employment, submit to such lawful examinations, medical, substance abuse, or other, as may be required by COMM Fire Department.

I authorize and understand that COMM Fire Department may investigate my work and personal history which may include a Criminal Offender Record Inquiry (CORI) and/or a Sex Offender Registry Information (SORI) check, military history and verify data given on this application, on resume or related papers, and/or interviews regarding my education, past employment history and background. I authorize all individuals, schools, and firms named herein, except my current employer, if so noted, to provide any information requested about me and I release them from all liability for damage in providing this information. I understand that the information released is for COMM Fire Department's use only. Conviction of a crime or termination from a job is not an automatic bar to your employment, all circumstances will be considered. I understand that I am not required to take a lie detector test as a condition of employment as it is unlawful in the State of Massachusetts to be required to do so.

If I am hired, I agree that my employment and compensation can be terminated with or without cause and for any reason not prohibited by statute at any time with or without prior notice, at the option of COMM Fire Department or myself. I understand that all appointments are probationary and that I must demonstrate my ability for continued employment. I also understand that I must be available from time to time to work outside of my normally scheduled hours, as the needs of the department require.

I understand that this application for employment will be considered active until the position I am applying for has been filled. I understand if I wish to be considered for future employment, I must inquire regarding re-submitting this application or completing another for any vacant position.

I certify that all the statements herein are true and understand that any falsification or misrepresentation of facts stated or implied shall be sufficient cause for dismissal or refusal of employment. I understand, also, that I am required to abide by all rules, policies or regulations of COMM Fire Department.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (You must sign and date this application to be considered for employment)

