

have legal and/or financial repercussions, and result in adverse public relations.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Calculates and prepares payroll for the department; maintains personnel records relating to sick leave, overtime, retirement, holiday leave, vacations, etc.

Maintains all aspects of departmental personnel records confidentially.

Performs administrative work to support the Fire Department and the Fire Chief. Performs general duties for the Chief including typing/composing correspondence, taking minutes for Meetings when required, forwarding calls/taking messages and scheduling appointments for the Chief.

Perform research for Public Records Requests regarding Ambulance and Fire Reports and following strict HIPAA compliance.

Processes outside fire detail billing.

Performs accounts payable duties. Collects invoices, checks against packing slips. Enters data into IMC and Harpers programs. Sorts and copies, invoices and prepares payable warrants. Prepares purchases orders.

Maintains department budget records, tracking each line item including expenses, payroll, and special revenue. Monitors all other related budgets including, SAFE, Federal and state grants, and clothing allowances.

Maintains inspection schedules including pre-plan, smoke detector/carbon monoxide, oil burner installation and any other inspections as needed.

Coordinates with the building department the scheduling of Schools and Place of Assembly permit inspections as required by Massachusetts General Laws (MGL) and special permits.

Interacts frequently with Fire and Communication departments staff on matters of mutual interest to town and area public safety agencies.

Monitors the meeting schedules of the Zoning and Planning Boards for matters that are of interest to the Fire Department and acts as a liaison between these boards and building department as needed.

Updates and assists the Chief prepare annual town reports. Gathers all pertinent information for the preceding year including departmental activities, personnel changes, and special training.

Works directly with outside billing company regarding Ambulance reports and billing questions. Assists in preparing necessary reports and forms for licenses for Ambulance and Controlled Substance Registration.

Work directly with the Chief/designee writing local, state, and federal grant proposals for Fire and EMS. Maintains all periodic reports, budgets, deposits, reimbursements, and records. Ensures that all deadlines are met.

Work directly with Chief and departmental personnel on a daily rotating schedule to assist in whatever is needed on a particular day. Monitor station during an Emergency when left in charge due to all members responding to a call.

Order and maintain inventory of office supplies and works on special projects.

Tracks and makes entries in databases, permit logs, and department records as may be requested by the Chief. Works directly with the Chief, Officers and career staff to prepare next fiscal year's budget.

May occasionally transport staff and equipment/objects to and from fire/emergency scenes, when necessary, in administrative vehicles.

Recommended Minimum Qualifications:

Education, Training and Experience:

High school education with courses in office procedures and business practices; three years progressively responsible experience in secretarial, bookkeeping, or administrative work preferably in municipal services or public safety agency, Associates Degree in related field desirable, or any equivalent combination of education and experience. Experience with Microsoft Office products. Ability to work with computer aided dispatch systems and fire alarm systems.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of information dissemination related to public records and of computers, electronic data processing, records keeping software and practices, HIPPA regulations, and applicable Massachusetts General Laws. Working knowledge of modern office practices and procedures.

Ability: Ability to multi-task effectively in a busy environment with frequent interruptions; to plan, organize and collaborate with others; to communicate effectively; to establish and maintain effective working relationships with all town employees, board/committee members, officials and the general public; to recognize town-wide priorities and work cooperatively to support their accomplishment; to maintain highly confidential information; and to maintain multiple filing systems.

Skills: Skills in electronic data entry using modern software (ex: Microsoft Office, Harpers, IMC, Health EMS), bookkeeping, budgeting, and record keeping. Excellent customer service and interpersonal skills.

Physical Requirements:

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Tasks require the ability to exert light physical effort in sedentary to light work, but which may

involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 25 pounds). Tasks may involve extended periods at a keyboard or workstation. Some tasks require the ability to communicate information to the public.

(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 of the employer and requirements of the job change.)

Equal Employment Opportunity (EEO) Employer

The Town of Pepperell provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The Town of Pepperell expressly prohibits any form of workplace harassment based on race, color, religion, gender, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Pepperell's employees to perform their job duties may result in discipline up to and including discharge.