



Massachusetts Fire District Fourteen
P.O. Box 472
Hudson, MA 01749
firedistrict14chiefs@gmail.com

Job Title: District 14 Executive Assistant	Reports To: Executive Board
Department: Administration	Rate of Pay: \$30/Hour
Location: Massachusetts Fire District 14	Hours per week: As Necessary

Summary: Responsible for performing the role of Executive Assistant, performing administrative responsibilities to Massachusetts Fire District 14. The responsibilities are inclusive of enhancing communication amongst District 14 Chiefs, financial maintenance of District 14 budget, and organization of all internal and external communication.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Assists District 14 Chiefs with preparation of monthly reports and the annual report due in August of each year.

Coordinates all District meetings including monthly, Executive Board, annual meeting, legislative events, and other as required.

Takes, transcribes, and distributes meeting minutes.

Prepares all Massachusetts Fire District 14 invoicing including annual dues, specialty team charges, and Billing for Massachusetts Fire District 14 assets.

Keeps Massachusetts Fire District 14 Chiefs informed of issues arising relative to the Massachusetts Fire District assets, personnel, and response area.

Maintains Massachusetts Fire District 14 budget, manages expenses, and maintains monthly balance reports to be provided to the Executive Board/District Chiefs.

Coordinates any Massachusetts Fire District 14 group purchasing effort.

Annually updates the Massachusetts Fire District 14 Resource Guide and distributes electronically to the Chief Officers as well as the Massachusetts Fire District 14 Control Point.

Retains all Massachusetts Fire District 14 files, bylaws, grant information, etc.

Interacts with the Massachusetts Fire District 14 Treasurer on District expenses, bank accounts, and payables.

Maintains confidential and sensitive Massachusetts Fire District 14 records, files, and/or information.

All other duties as needed to promote the efficient coordination of the Massachusetts Fire District 14 activities as requested by the Executive Board.

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Executive Assistant Requirements: Self-starter who is able to work with minimal supervision in an often fast paced environment. Proficiency with Microsoft 365 inclusive of Microsoft Word and Microsoft Excel. Excellent verbal and written communications skills, attention to detail, and organizational ability. Customer service skills should be exemplary and there should be an ability to interact with a variety of municipal and state leaders. Provide a professional image as a representative of Massachusetts Fire District 14.

Language Skills: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Educational Requirements: Associate Degree or secretarial certification preferred.

Physical Demands: 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.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Prepared By: Patrick Purcell, Chair	Date: 10/19/2023
Approved by: District 14 Chiefs	Date: