EMPLOYMENT / PROMOTIONAL OPPORTUNITY

Vacancy No.: 22-174-1

Title of Position: Fire Services Technician
Vacancy exists in the Fire Department/Administration Division

Salary Range: $46,401 - $60,498 per year

Date Posted: June 23, 2022

Deadline for Applying: OPEN UNTIL FILLED

Remarks: This is an Unclassified/Exempt Position
Examination Weights: 100% Education and Experience

Statement of Duties: Assists with the preparation and management of the Fire Department budget, schedules appointments, provides information in person, on the phone and via email or correspondence, and otherwise relieves the Chief and Assistant Chiefs of clerical, technical and minor administrative tasks. Duties include:

- Gathers financial information from a variety of sources to prepare and track the annual department budget.
- Monitors all department expenditures, including personnel and overtime costs, to ensure fidelity to the approved annual budget.
- Reviews budget documents provided by the Finance Department, accounts payable and payroll data to project costs and prepare successor annual budget requests.
- Reads and routes incoming mail and attaches thereto pertinent files or information necessary for the Chief or Assistant Chiefs to respond.
- Transcribes notes, composes and prepares both routine and confidential correspondence.
- Keeps and updates correspondence files and other records.
- Answers telephone and gives information to callers or routes call to appropriate official and places outgoing calls.
- Schedules appointments for chief and assistant chiefs.
- Greets visitors, ascertains nature of business, and conducts visitors to chief or appropriate person.
- Arranges travel schedules and reservations.
- Gathers statistical data and prepares statistical reports with narrative summaries to make the complex understandable.
- Records minutes of meetings and prepares meeting notes.
- Makes copies of correspondence or other printed matter.
- Prepares outgoing mail.
- Assists with the preparation of the department’s payroll.
- Prepares and files confidential documents including information necessary to collective bargaining and management of the labor agreement.
- Operates word processing, spreadsheet, calendar and other office systems.
- Assists with administering and tracking grants.
- Processes all injured on duty claims with disability risk management firm and follows up regarding payment of all claims.
- Meets with disability risk management firm on a monthly basis to review claims and make recommendations to the chiefs.
- Researches prices, and prepares and processes vouchers and requisitions necessary for department purchases and operations.
- Processes reports for petty cash and responsible for office internal accounting.
- Makes necessary calls for arrange for repairs to stations and equipment.
- Prepares reports for employment verification.
- Gathers information necessary to assist the Chiefs with the preparation of requests for proposals, and assists with analyzing bids and making recommendations for the Chiefs and City Council.
- At the discretion of the chief, handles certain administrative functions requiring technical or semi technical knowledge.
- Performs related work as assigned.

Education & Experience: Associates degree (A.A.) in accounting, bookkeeping, secretarial science or related field from two year college or technical school; and two years of related experience in a clerical or technical position that includes some responsibility for accounting or budgeting; or an equivalent combination of education and experience. Must be able to type a minimum of 35 WPM. Preference may be given to candidates with experience with database management, operating software such as MUNIS.

Special Note: Applicants will be subject to a background criminal check prior to employment.

The City of Warwick offers a robust menu of employer provided benefits to include individual and family health and dental insurance; paid time off to include holidays, vacation, personal time and sick leave; pension, life insurance, and optional, supplemental retirement plans.

THE CITY OF WARWICK IS AN EQUAL OPPORTUNITY EMPLOYER

https://www.warwickri.gov/personnel-department/webforms/submit-application-or-resume