

ADAMS FIRE DISTRICT  
POSITION DESCRIPTION

JOB CLASSIFICATION TITLE: Clerk/Treasurer – Reports directly to the Prudential Committee; is the primary administrative supervisory authority for all office personnel.

40 Hour Work Week - Salary

Chief Procurement Officer – See Position Description

DUTIES

**Clerk:**

- Records district meetings, administer oaths of office and keep an index of those instruments entered in the clerk's office that are required by law to be recorded. Chapter 41:15, 15A
- Serves as the District's Chief Election Officer. Chapter 41:15
- Debt: Whenever a District votes to authorize the use of debt, the District Clerk must furnish a copy of the vote to the Director of the Bureau of Accounts within 48 hours after the vote becomes effective. Chapter 44:28
- Keep all District Contracts: Chapter 41:17
- Additional Duties: Chapter 4:5, Chapter 50:7, Chapter 66:6,7
- Possesses as an essential function the maintenance of the official records of the municipality. Chapter 41:13, 13A

**Treasurer:**

- The main areas of the Treasurer responsibilities have separate Chapters in Mass General Laws and in the Treasurer Manual, published by the Mass Collectors and Treasurer Association
- Recommends policies and actions to the Prudential Committee under the provisions outlined in the DOR and Massachusetts Treasurers Association Manual to properly receive, hold, account for and manage all funds belonging to the Adams Fire District
- Trust Funds. Chapter 44:53A
- Payroll. Chapter 7 of the Treasurer's Manual
- Employee Benefits. Chapter 7 of the Treasurer's Manual
- Retirement. Chapter 32
- Borrowing and Debt Service. Chapter 44:4, 6, 6A,7, 8
- Cash Management. Chapter 41:35
- Investment of Municipal Funds. Chapter 44:54 – 55A, B. Chapter 29:38A
- Only the Treasurer may pay out Public money. Chapter 41:41
- All other duties refer to the Treasurer's manual

## RESPONSIBILITIES

- Maintain appropriate public relations channels of information
- Coordinates personnel management providing guidance on personnel actions and recommendations consistent with the AFD Personnel Rules and Regulations
- Recommend and execute all administrative, office management, customer relations and personnel measures to support the operational activities of the District.
- Provide the leadership, organization and scheduling of all administrative and clerical personnel to assure that District administrative, customer relations and clerical matters are handled efficiently, effectively and with understanding
- Provide regular and timely performance evaluations, implement appropriate disciplinary steps, and recommend hiring and/or compensation to the Prudential Committee for all administrative personnel
- Take necessary steps to ensure the safety, health and welfare of all administrative personnel while on duty, to include appropriate office equipment, supplies and training
- Must work closely with the auditing firm that does the annual audit by providing all documentation necessary
- Coordinates the processing of all Insurance policies and claims (Property, Liability, and Worker's Compensation, etc.)
- Coordinates with external IT vendor for all related matters
- Required to attend all Monthly Meetings of the Prudential Committee and any other meetings the Prudential Committee deems necessary
- Other related tasks at the discretion of the Prudential Committee

## RECOMMENDED QUALIFICATIONS

- High School graduate or G.E.D. equivalent - Mandatory
- College degree – Preferred
- Municipal Experience – Preferred
- Accounting and Financial Management Experience - Preferred
- Computer Knowledge (Microsoft Office, QuickBooks) - Preferred
- Must be Bondable