

TOWN OF HUDSON, NH FIRE DEPARTMENT



INVITES YOUR INTEREST FOR THE POSITION OF

Executive Secretary



Fire Chief Robert M. Buxton
Hudson, NH Fire Department
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Hudson, NH 03051
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OVERVIEW OF THE FIRE DEPARTMENT

The Hudson Fire Department is comprised of 51 full-time members and 4 call members and serves a residential population of 24,467 and is ranked tenth among New Hampshire's incorporated cities and towns. Organizationally we provide services to a geographical area of over 28.5 square miles of land and 0.8 square miles of inland water area. That service area includes residential, commercial, and rural areas.

The Hudson Fire Department provides the following services: Fire Suppression, Emergency Medical Services, Technical Rescue, Emergency Management, Hazardous Materials Mitigation, Public Education, Fire Prevention, Zoning/Code Enforcement, Commercial and Residential Building Inspections and Permitting Services, First Aid, CPR and Fire Extinguishment Training.

CORE VALUES

We hold ourselves to the following core values:

PRIDE = Professionalism * Respect * Integrity * Dedication * Empathy

VISION STATEMENT

Organizationally, we have set a vision to empower our organization with the knowledge, abilities and resources to meet the ever changing challenges that face our community.

MISSION STATEMENT

Prepare * Prevent * Protect

DESIRED CHARACTERISTICS

In an effort to build a cohesive team, Chief Buxton is looking for the following qualities:

- **Leaders** who are not only effective managers, but also have the vision, discipline and skills to achieve strategic goals.
- **Team Players** who foster collaboration at all levels of the organization.
- **Team Builders** who make it a priority to empower, coach, mentor and recognize staff for their accomplishments.
- **Role models** who personally demonstrate the integrity and work ethic that inspires public confidence and motivates staff to do their best.
- **Public servants** who are passionate about building an effective and efficient organization.

The Executive Secretary will have considerable knowledge of modern office practices and procedures. The successful candidate will be part of the Fire Chief's executive staff who is responsible for planning activities for the Hudson Fire Department. The ability to work as a member of a team and support the values, vision and mission of the Hudson Fire Department is a must.

The successful candidate will have a good working knowledge of all Microsoft platforms, current web design and maintenance, strong financial and human resource skills.

QUALIFYING EXPERIENCE AND EDUCATION

1. Considerable knowledge of modern office practices and procedures.
2. Working knowledge in modern financial practices.
3. Ability to maintain confidentiality.
4. Ability to maintain accurate records and files.
5. Bachelor's degree is desired.
6. Ability to establish and maintain effective working relationships with other departments, employees, and the general public
7. Working knowledge of modern human resource practices.
8. Must possess a valid driver's license.
9. Must have a good working knowledge of computers. At a minimum must be proficient with Microsoft Office, including Excel and Word. Working knowledge of GIS systems and Microsoft Project.
10. Ability to work as part of a team.

COMPENSATION AND BENEFITS

The starting salary is \$39,663

This is a full-time permanent position and is covered under the Hudson Police, Fire and Town Supervisors Association.

The highly competitive benefits package which includes the Group 1 New Hampshire Retirement System Plan, generous accrued time, 11 paid holidays, and a flexible benefits plan including health and dental coverage.

SUBMITTAL REQUIREMENTS

The closing date for applications is 4 PM on Friday, March 18, 2016. Applicants may obtain a copy of the complete job description and application for employment by visiting www.hudsonnh.gov or by contacting:

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