



**TOWN OF HUDSON
FIRE DEPARTMENT**



39 FERRY STREET
HUDSON, NEW HAMPSHIRE 03051

Emergency 911
Business 886-6021
Fax 594-1164

Shawn P. Murray
Chief of Department

Fire Department Executive Secretary

The Hudson Fire Department is accepting applications for the position of Fire Department Executive Secretary.

Job Summary: Performs highly responsible secretarial and administrative support duties for the Fire Chief. Serves in a confidential capacity with respect to labor relations, labor negotiations, personnel matters and Fire Department matters. A documented certification and experience level in finance, municipal budgeting, human resources, computer technology, and Microsoft Excel is preferred.

Supervision Received: Works under the general supervision of the Fire Chief who outlines departmental policy, makes work assignments, and evaluates work in terms of effectiveness of results. Performs duties with a high degree of independence, exercising considerable judgment and tact in answering inquiries and determining correct course of action in matters warranting the Fire Chief's attention.

Supervision Exercised: May exercise supervision over personnel assigned to assist the Department's Administration.

This position is covered under the Hudson Police, Fire, and Town Supervisors Association Collective Bargaining Unit.

Salary Range: \$38,311 to \$50,504

Applicants may obtain a copy of the full position job description, pay scale and application for employment by contacting:

Fire Chief Shawn Murray or
Deputy Fire Chief Rob Buxton
Hudson Fire Department
39 Ferry St
Hudson, NH 03051
(603) 886-6021
smurray@hudsonnh.gov
rbuxton@hudsonnh.gov

The position offers a competitive wage scale and benefits package. The Town of Hudson, NH is an equal opportunity employer. The closing date for applications is **4:00 PM on Monday, August 20, 2012.**