



Empire Station

405 Empire Boulevard
Irondequoit, NY 14609
585-482-8584

Culver Station

2960 Culver Road
Irondequoit, NY 14622
585-467-4241

Irondequoit Fire District
Chief Shane Metcalfe
Irondequoitfire.org

Job Title: Administrative Services Coordinator (Full Time)

Location: Irondequoit Fire District, Irondequoit, NY

Position Overview: The Administrative Services Coordinator supports the Irondequoit Fire District through a variety of administrative, procurement, and community risk reduction tasks. The role focuses on ensuring smooth communication between vendors, staff, and administration, and provides vital support in payroll, bill payments, and workers' compensation. The successful candidate will also assist in managing inventory, budget monitoring, and generating reports for operational planning. This position reports directly to the Fire Chief or his designee. The Irondequoit Fire District currently has one employee working in this classification, with the intent of classifying them full-time.

Key Responsibilities:

- **Procurement & Vendor Management:**

- Assist in writing specifications for requested supplies, services, and equipment.
- Consult with end-users to ensure the correct vendor delivery of bid and non-bid items.
- Issue purchase orders to vendors and maintain records on all procurement activities.
- Maintain a calendar of purchasing activities to ensure timely ordering and delivery of goods and services.
- Communicate regularly with administrators and staff to assess satisfaction with purchases.
- Build and maintain strong relationships with key vendors to ensure cost-effective and timely procurement.
- Work with the Battalion Chief of Buildings and Grounds to interface with repair workers, coordinate repairs and services and report outcomes to the Fire Chief and or their designee

- **Inventory Management & Budgeting:**

- Track, manage, and audit inventory to ensure proper stock levels are maintained for operational readiness.

- Assist in monitoring budget expenditures related to purchases, ensuring all transactions align with financial guidelines.
- Create inventories for the purpose of obtaining grant and federal funding
 - Assist in the research and identification of grants for the IFD
- **Community Risk Reduction & Fire Prevention:**
 - Assist with community risk reduction programs, including public education on smoke and CO alarm installations.
 - Maintain a valid EMT certification to assist with community outreach programs like blood pressure clinics.
 - Preferred candidates will have, or be willing to obtain within 12 months, a car seat technician certification.
 - Support other community risk reduction efforts as needed, in alignment with departmental goals.
- **Administrative Support:**
 - Serve as a backup for key administrative tasks, including payroll, bill payments, workers' compensation claims, and health insurance inquiries, providing vital redundancy.
 - Assist in generating detailed reports on purchasing activities, community risk reduction efforts, and other administrative tasks for decision-making and operational planning.

Work Hours:

- 40 hours per week, Monday through Friday.
- Sick leave and overtime hours to be negotiated.
- Holiday work to follow department policy.

Compensation: \$79,040 to \$93,600 based on experience

Qualifications:

- Preferred: Car Seat Technician certification or willingness to obtain within 12 months.
- EMT certification required.
- Strong organizational skills and experience with procurement, budgeting, or administrative tasks are a plus.

Application Process: Interested candidates should submit a resume and cover letter outlining their qualifications and experience. Please send applications to Chief Shane Metcalfe at smetcalfe@irondequotfire.org

Deadline for Application: September 21st, 2024