

Job Description

Position Title: Wareham Fire Department Administrative Coordinator

Department: Wareham Fire Department

Employment Status: Full-Time, 40 hours per week

Work Location: Wareham Fire Department Headquarters and related District locations as assigned.

Compensation and Bargaining Unit Status

- Pay Range: \$29.00-\$31.00 per hour, commensurate with experience and qualifications.
- This position is represented by Public Employees' Local 1249 and is subject to the applicable collective bargaining agreement.

Position Summary

- The Fire Department Administrative Coordinator provides administrative support, payroll support, purchasing support, records support, and Fire Prevention support for the Wareham Fire Department.
- This position requires an experienced administrative professional with strong organizational, spreadsheet, numerical, and basic bookkeeping skills who can accurately maintain and review payroll, purchasing, invoice, and budget-support documentation.
- Duties may evolve as District systems, workflows, and administrative procedures are standardized or updated.
- This position does not replace the Clerk/Treasurer's financial control function. Final payroll processing, official accounting records, budget control, financial reporting, and submission through District financial systems remain with the Clerk/Treasurer or other authorized District personnel.

Equal Employment Opportunity and Reasonable Accommodation

- The District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, genetic information, or any other protected classification under applicable federal, state, or local law.
- Reasonable accommodations will be provided to qualified individuals with disabilities to perform the essential functions of the position in accordance with the Americans with Disabilities Act and applicable state laws. Applicants or employees requiring accommodations should contact the Clerk/Treasurer's Office.

Organizational Structure

- The Fire Department Administrative Coordinator works under the general direction of the Fire Chief or designee and supports Fire Department administrative functions as assigned.
- The position works collaboratively with:
 - Fire Chief and Assistant Chiefs;
 - Fire Prevention personnel;

- o Clerk/Treasurer's Office;
 - o Other District departments or administrative personnel as needed for future process alignment;
 - o District employees, vendors, residents, and the public.
- The position prepares and organizes administrative support materials. Operational review and approval remain with Fire Department command staff. Financial control and final payroll/accounting processing remain with the Clerk/Treasurer's Office.

Essential Duties and Responsibilities

Administrative and Records Support

- Provides administrative support to the Fire Department, Fire Chief, Assistant Chiefs, Fire Prevention Division, and other department functions as assigned.
- Prepares, organizes, maintains, and distributes department records, reports, correspondence, forms, files, and supporting documentation.
- Responds to routine phone calls, emails, public inquiries, vendor communications, and internal department requests.
- Maintains confidentiality of personnel, payroll, medical, legal, financial, and operational information.
- Assists with document organization, records retention, and public records coordination in accordance with District policy.

Payroll and Call Payroll Support

- Prepares, organizes, and maintains payroll and call payroll documentation for review and approval by designated Fire Department command staff.
- Gathers and maintains supporting documentation related to regular hours, overtime, leave, call responses, fire details, stipends, contractual pay items, adjustments, and corrections.
- Maintains approved payroll and call payroll support templates, logs, spreadsheets, software records, or other District-approved systems as directed.
- Reviews supporting documentation and tracking records for completeness, numerical accuracy, and apparent discrepancies before submission for department approval or Clerk/Treasurer review.
- Coordinates timely submission of complete payroll and call payroll support to the Clerk/Treasurer's Office in accordance with established deadlines.
- Tracks payroll questions, missing documentation, corrections, and follow-up items.
- Assists with documenting and improving payroll and call payroll workflows as District systems and procedures are standardized or updated.

Purchase Orders, Invoices, and Purchasing Support

- Assists with purchasing documentation, including requests, quotes, purchase orders, invoices, receiving documentation, and related records.
- Maintains tracking logs or approved systems for purchase orders, invoices, supporting documentation, approval status, and follow-up items.

- Reviews purchasing, invoice, and related tracking documentation for completeness, numerical accuracy, and apparent discrepancies before submission for department approval or Clerk/Treasurer review.
- Coordinates with vendors and District personnel regarding routine purchasing documentation, quote requests, order status, invoice support, and related follow-up.
- Assists with documenting and improving purchase order, invoice, and purchasing workflows as District systems and procedures are standardized or updated.

Budget Tracking and Department Reporting Support

- Assists Fire Department leadership with organizing budget support materials, spending documentation, and department-level tracking records.
- Maintains administrative records related to submitted payroll support, purchase orders, invoices, pending items, and other department expenditures.
- Assists with comparing department tracking records to budget or expenditure reports provided by the Clerk/Treasurer's Office.
- Supports Fire Department leadership in preparing internal budget materials, reports, and supporting documentation using approved District information.
- Assists with documenting and improving department budget tracking and reporting workflows as District systems and procedures are standardized or updated.

Fire Prevention Administrative Support

- Provides administrative support to the Fire Prevention function as assigned, including scheduling support, permitting documentation, filing, public inquiries, payment documentation, and records organization.
- Assists Fire Prevention personnel with correspondence, customer service, document organization, and records management.
- Coordinates Fire Prevention payment or financial documentation with the Clerk/Treasurer's Office as directed.

Process Improvement and Cross-Training Support

- Assists with documenting, standardizing, and improving administrative workflows for payroll, call payroll, purchasing, invoices, budget tracking, Fire Prevention, and records.
- Uses standardized templates, logs, systems, and filing procedures adopted by the District.
- Supports future District process improvements, system changes, cross-training, and backup coverage where appropriate and consistent with District policy, operational needs, and applicable collective bargaining agreements.
- Assists with implementing updated administrative procedures as District systems and workflows are standardized or changed.

Other Duties

- Performs other related administrative duties as assigned, consistent with the nature of the position, District policy, and applicable collective bargaining agreements.

Professional Appearance, Attire and Department-Issued Apparel

Employees in the Administrative Coordinator position are expected to maintain a neat, clean, and professional appearance that reflects the standards of the Fire Department and supports a positive public image.

Appropriate attire includes business casual clothing such as:

- Collared shirts, blouses, sweaters, or other professional tops.
- Dress pants, khakis, or clean, neat jeans that are free of rips, tears, fading, or excessive wear.
- Modest skirts or dresses of appropriate length.
- Closed-toe shoes or other professional footwear that provides safe footing in an office environment.
- A Fire Department-issued shirt, jacket, or identification badge, when provided or required.

Employees may occasionally be required to enter operational areas of the fire station or attend off-site meetings. Clothing should be suitable for these environments, and employees must comply with any additional safety or personal protective equipment (PPE) requirements when entering restricted or operational areas.

At the discretion of Fire Department management, the Administrative Coordinator may be required to wear a department-issued uniform or designated department apparel. When a uniform is issued or required, employees are expected to wear it in accordance with department standards and maintain it in a clean, neat, and serviceable condition. Management may determine when uniforms are required on a full-time basis or for specific assignments, meetings, public events, or other official functions.

A Chief Officer within the Wareham Fire Department reserves the right to determine whether attire is appropriate and may require an employee to change clothing that does not meet these standards.

Minimum Qualifications

- High school diploma or equivalent.
- Three or more years of progressively responsible administrative, clerical, or office coordination experience.
- Experience preparing, organizing, tracking, and maintaining records, reports, correspondence, forms, and supporting documentation.
- Experience supporting recurring administrative deadlines such as payroll support, invoice documentation, purchasing documentation, scheduling, reporting, or similar office workflows.
- Working knowledge of basic bookkeeping and financial-administrative concepts sufficient to accurately support payroll documentation, invoices, purchase orders, expense tracking, and budget-support records.
- Proficiency with Microsoft Office, including Excel, Word, and Outlook.
- Strong organizational skills, attention to detail, and ability to follow through on open items.
- Ability to manage multiple priorities, recurring deadlines, and confidential information with minimal supervision.
- Strong written and verbal communication skills.

- Ability to work professionally with department leadership, employees, public officials, vendors, residents, and the public.
- Ability to learn and use District software systems, including scheduling, records, purchasing, payroll support, permitting, and Fire Department administrative systems.

Preferred Qualifications

- Experience in municipal government, public safety, fire service administration, or a similar public-sector environment.
- Experience supporting payroll documentation, timekeeping, purchasing, invoice documentation, budget tracking support, or similar administrative processes.
- Experience coordinating office workflows involving multiple departments, approval points, deadlines, and documentation requirements.
- Experience with Fire Department software, municipal administrative systems, payroll support or timekeeping systems, records management systems, permitting software, or similar systems.
- Experience with bookkeeping support, payroll support, accounts payable documentation, purchasing, invoice tracking, or municipal financial-administrative workflows.
- Strong working knowledge of Excel-based logs, tracking files, reports, and supporting documentation.
- Proficiency with Microsoft Excel, including maintaining formulas, organizing and filtering data, comparing reports, identifying discrepancies, and maintaining accurate recurring tracking spreadsheets.
- Familiarity with public records, records retention, confidentiality requirements, and municipal purchasing processes.