

Town of New Boston

Fire Department Administrator Job Opening

The New Boston Fire Department is seeking to fill a part time position as the Department Administrator. This position reports to the Fire Chief and will be a 2 shift, 16 hour a week position. Applicants must be a New Hampshire licensed EMT or Paramedic, and possess solid administrative skills along with a well-established knowledge of Microsoft applications, web site and database management. [Click here](#) to view the detailed job description.

Position Title:Fire Department Administrator

Supervised by:Fire Chief

Hours:16 hours/week (based on 2-8 hour work days, Monday and TBD)

Salary:Range is \$18.14 - 21.69

GENERAL PURPOSE

Performs a variety of administrative and support work related to the fire department.

MINIMUM QUALIFICATIONS

Education and Experience:

Associate Degree in business administration, Public Administration, or a closely related field plus three (3) years' experience in a fire department environment **OR**, proven experience (5) years in a business environment in which primary responsibilities related directly to business management.

APPLICATION INFORMATION

All interested candidates should submit a letter of interest along with their resume to:

Fire Chief Dan MacDonald
4 Meetinghouse Hill Road.
New Boston, NH 03070

Or electronically to – d.macdonald@newbostonnh.gov

Position will remain open until a suitable candidate is found.