



Job Title: Part Time - Principal Clerk
Department: Revere Fire Department
Hours: 19.5 hours per week.
Salary: \$24.99 per hour. This is a non-union position

DESCRIPTION:

Under the direction of the Chief of the Fire Department, the principal clerk will provide essential administrative support for the Chief of the Fire Department and administrative support staff. The incumbent will be responsible for a variety of tasks to help ensure that the office runs as efficiently as possible.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logically assigned to the position.

- Create requisitions and submit purchase orders
- Submit and administer detail payroll
- Keep inventory of office and cleaning supplies; contact vendors and suppliers to procure services and place orders as needed
- Draft and submit grant application narratives, budgets, supplemental material, and reports
- Creates reports and other documents as requested
- Answers phone calls and emails to the department
- Contact vendors, service companies, contractors for fire department purchases, building repairs, apparatus repairs, etc.
- Performs filing and other related administrative duties
- Assists with maintaining and reporting on departmental budgets
- Coordinate the deployment of a paperless office; work closely with the Office of Innovation and Data Management
- Required to courier paperwork/documents to other city departments or other organizations within and outside of the city of Revere.
- Performs other duties as required by the Chief of the Department

SUPERVISION RECEIVED:

The incumbent works as instructed and is expected to be able to resolve conflicts which arise and coordinate with others as necessary.

QUALIFICATIONS:

- Revere residency preferred
- Three to five (3-5) years of related experience; prior experience working in an administrative/office environment is preferred
- Prior Municipal experience is preferred
- Prior work in a business, accounting, or similar field preferred

KNOWLEDGE, ABILITY, AND SKILLS:**Knowledge:**

- Knowledge of personnel and business management techniques

Abilities:

- Ability to deal effectively, tactfully, firmly, and appropriately with the public
- Ability to manage and keep confidential information
- Ability to be self-motivated and work independently
- Ability to communicate effectively both verbally and in writing
- Ability to follow written and oral directions and instructions
- Ability to formulate excel spreadsheets to analyze data
- Ability to work effectively and multitask in a fast-paced environment

Skills:

- Skilled in using automated systems and the Microsoft Office suite of products
- Skilled in using Microsoft Teams, Zoom, or other communications platforms
- Creative thinking, listening and problem-solving skills
- Skilled in using Munis
- Able to create and analyze various types of reports such as expense reports, performance reports, etc.

WORK ENVIRONMENT

Work is performed primarily in office conditions during regular business hours. Daily interaction with the public in-person, by phone and or email communications as required. Communication with the public requires considerable patience, courtesy, and discretion in an impartial manner. Daily interaction with other city departments and/or elected officials to effectively manage the department. Work frequently involves dealing with difficult people in high pressure and/or conflict situations. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should apply online at www.revere.org/jobs under the General Job Application.