



CONESUS FIRE DISTRICT 1

Board of Commissioners

6073 S. Livonia Rd, Conesus, NY 14435

OPEN POSITION

CONESUS FIRE DISTRICT SECRETARY

DUTIES AND RESPONSIBILITIES

The office of the Fire District Secretary is a very important role. It requires good organizational skills. The secretary has the authority and responsibility to preserve documents, equipment, apparatus and other items that have historical significance to the Fire District. The secretary is the Records Management Officer for the Fire District. This is a paid position.

The secretary is responsible for attending all meetings of the Fire District and taking minutes of proceedings by the commissioners.

The secretary is responsible for keeping an accurate record of all propositions, rules and regulations adopted by the commissioners.

The secretary acts a liaison between the town and the district providing annual budget information in a timely manner. Providing dates, location and times for public meetings and elections.

The secretary shall deliver notices to the district's newspaper and be responsible for the district and town's website updates.

If interested please contact Ken Schoonover at 585-233-9611 or email conesusfd1@gmail.com