



POQUONNOCK BRIDGE FIRE DISTRICT

373 LONG HILL ROAD GROTON, CT 06340
PHONE: (860) 446-5997 FAX: (860) 445-2554

February 16, 2023

Poquonnock Bridge Fire District Administrator Job Advertisement

STARTING ANNUAL SALARY: \$60,000

BENEFITS: Health and life insurance, retirement plan, paid vacation and holidays. Salary and benefits may be negotiable based on experience and qualifications after a tentative offer of employment has been offered by the Fire District to candidate.

PARTIAL JOB SUMMARY

The Poquonnock Bridge Fire District Administrator is a full-time position that responsibilities include human resource administrator, business and municipal governmental operations manager of the Poquonnock Bridge Fire District and serves as Clerk to the District Board of Directors.

MINIMUM QUALIFICATIONS

High school diploma or equivalency. Five years experience with computer software programs including but not limited to word processing, spreadsheet, accounting (Quick Books), supervisory administrative responsibility for a local government agency/special district, thorough knowledge of federal, state and local laws regarding the operation and financial recordkeeping of a municipal government/special district; principles and practices of human resource/personnel management, budget preparation and accounting or any combination of experience and training that would provide the required knowledge and abilities. As an essential employee of the Poquonnock Bridge Fire District, will be required to attend meetings and perform essential administrative functions to maintain public safety and the integrity of the Fire District in addition to the normal Fire District office hours.

APPLICATION: Application packages with full job description, summary and requirements are available at the Poquonnock Bridge Fire District Office, 373 Long Hill Rd. Groton, CT 06340 between 8 am and 4 pm, Monday – Friday or on the Poquonnock Bridge Fire District website <http://www.pbfd.net/home.html>. **Applications must be submitted in person or received by mail no later than 4:00 pm, Wednesday, March 15, 2023 to the Fire District Office.**