

District Fire Chief

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HOPE VALLEY-WYOMING

FIRE DISTRICT

996 MAIN STREET

P.O. BOX 25

HOPE VALLEY, RHODE ISLAND 02832

"This institution is an equal opportunity provider, and employer."

District Clerk Application

The district clerk is responsible for attending all district meetings to record minutes and ensure compliance with the State of Rhode Island's Open Meeting Act. The district clerk also serves as custodian of all official records and oversees the preparing and posting of public meeting agendas and public hearing notices. The clerk is also responsible for public records/request in accordance with the Rhode Island Access to Public Record Act (ARPA) and serves as the primary contact for requests for public records,

Duties

- Attend and record minutes of the following district meetings:
 - Monthly meetings of the District's Board of Directors on the Second Thursday of every month at 7 pm.
 - 1 budget workshop in April and 1 budget hearing in May
 - The annual meeting on the 3rd Wednesday in June each year
 - Any special meetings or workshops as directed by the Board of Directors.
- Post meeting agendas for the public to review in accordance with the RI Open Meeting Act.
- Ensure the district complies with the RI Open Meeting Act by posting meeting dates, agendas, and minutes on the RI Secretary of State's website.
- File and maintain printed copies of all meeting minutes and monthly reports at the district office.
- Respond to access to public records requests in a timely manner according to the RI Access to Public Records Act.
- Attend annual certification training by the RI Attorney General's Office on RI Open Meetings Laws and Access to Public Record Act.

Working Expectations and Compensation

- Attend 15 meetings annually
- Flexible work hours outside of meeting attendance to complete duties
- Possess self-management skills to achieve critical work goals as required
- Ensure information gained through attendance in an executive or closed session is held in privacy according to RI General Law 42-46-5

**Hope Valley – Wyoming Fire District
District Clerk Application**

Working Expectations and Compensation – Continued

- Knowledge of Microsoft Office 365
- No benefits included with the position
- Salary range \$5k to \$6k annually
- Experience in administrative duties and or related fields is desirable

How to apply

Go to <https://www.hvwfd.org> to complete an application form and submit your resume and cover letter that clearly demonstrates how your skills, experiences, and knowledge match the responsibilities and qualifications. Priority is given to those applications received by Friday, May 26, 2023. The post will remain open until the position is filled.

If you have any questions about the application process, please email the Chief's Clerk at Clerk@hvwfd.org or the Chief at Chief@hvwfd.org