



TOWN OF HALIFAX
Commonwealth of Massachusetts

COMMUNICATIONS COMMITTEE
499 PLYMOUTH STREET
HALIFAX, MA 02338

TEL: 781-293-1722
FAX: 781-294-7684

JOB DESCRIPTION
COMMUNICATIONS COMMITTEE SECRETARY

Title: Secretary

Number of Hours per week: Minimum 5

Supervised by: Chairman of the Communications Committee

The Secretary for the Communications Committee will provide support to the Committee and Communications Center staff as required. Duties to include, but not limited to the following:

- Process payroll and status changes for staff;
- Track schedule changes, sick, vacation and personal time for department;
- Facilitate purchasing of supplies and equipment;
- Process expense bills and track monthly budget;
- Attend Communications Committee meetings to take minutes, prepare and distribute meeting notices and completed minutes;
- Write and submit grants for training and equipment and process all grant reimbursement paperwork;
- Schedule dispatching staff for internal and external training classes as required by new policies and regulations;
- Work with Committee Chairman to prepare annual department budget;
- Act as liaison between dispatchers, Communications Committee members and Fire and Police Departments to facilitate transfer of information and procedures;
- Other duties as required by Committee Members.

Qualifications Required:

- Knowledge of Office Support Software (Typing, Word, Excel, email);
- Good Communication Skills;
- Knowledge of meeting procedures;
- Ability to work with various town officials and staff;
- Have ability to work independently to organize projects and manage time effectively.