



McHenry Township Fire Protection District Administrative Assistant to the Fire Chief

Description:

This position reports directly to the Fire Chief. Responsibilities include providing a variety of skilled routine and complex administrative, clerical and technical work in assistance to the Fire Chief.

Work in this position requires managerial knowledge, effective teamwork, initiative and some independent decision making. This position requires the ability to work as a team member with other support staff to ensure smooth operation of day-to-day business within the department. The position requires frequent contact with department staff, the public, District and local officials, and multiple organizations.

This is a full-time, civilian position and is non-exempt and at-will. This position is classified as a confidential employee. This position is regularly scheduled to work a standard 40 hour administrative work week, Monday through Friday from 8:00 AM – 5:00 PM. Attendance at governing board meetings and other special meetings is required and the regular work hours may be adjusted at the discretion of the Fire Chief to accommodate these meetings. There is no remote work option for this position.

Illustrative examples of work:

- Provide confidential administrative support to the Fire Chief. This includes managing the Chief's schedule and calendar, and arranging appointments, meetings, and conferences.
- Perform research, analyze data, and prepare reports.
- Provide administrative support to the Fire Prevention Bureau and the Public Education Division as assigned by the Fire Chief.
- Provide support to certain functions of the Business Manager and the Administrative Assistant to the Deputy Fire Chiefs.
- Assist the Fire Chief and staff in the preparation of budget information and presentations.
- Maintain training room and conference room schedule.
- Plan, schedule, and assist in coordinating various department events and ceremonies.
- Maintain sensitive and confidential files, records and materials specific to the office of the Fire Chief.
- Process Freedom of Information Act and other legal requests.
- Process employee payroll; implements changes as necessary, assists employees and staff in resolving payroll questions.
- Process accounts payable, prepare purchase orders, place and receive orders, prepare invoices for payment approval.
- Organize and maintain department records and files.
- Receives and screens visitors and telephone calls, providing direction and proper routing.
- Plan, organize, schedule and conduct a variety of special projects.

- Maintain the District's social media accounts and website.
- Attends various department, district and organization meetings; take and transcribe meeting minutes and other materials which may be complex or confidential.
- Produce a variety of reports, forms, presentation materials, meeting packets, routine and confidential memorandum and letters. Compose letters of a routine nature.
- Serve in other clerical roles as needed.
- Perform all other related duties as assigned by the Fire Chief.

Knowledge, Skills and Abilities:

- Ability to effectively apply written and oral English language skills.
- Excellent attention to detail, organized, accurate, and reliable.
- Highly organized, efficient, and able to successfully maintain multiple projects and schedules.
- Ability to work independently and to set priorities within guidelines.
- Ability to self-direct and organize work time efficiently and effectively, prioritize a multitude of tasks, and ability to handle multiple interruptions and adjustments to priorities throughout the day.
- Ability to establish and maintain effective working relationships.
- Ability to provide outstanding customer service, both internally and externally and use tact, discretion, and diplomacy.
- Knowledge of modern business communications, including style and format of letters, minutes and reports.
- Knowledge of office procedures including telephone communications, office systems, and records retention.
- Proficient in using Microsoft and Google software applications and the ability to learn and become proficient with fire service and other related software programs.

Must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Additional Qualifications:

Associates Degree in Secretarial Science or Office Management from a two-year college or technical school is desired. Proven work experience and knowledge can be substituted for college degree.

Bachelor's Degree or equivalent in Business Management, Business Administration, Secretarial Sciences or Office Management is preferred. Proven work experience and knowledge can be substituted.

Administrative experience with a Fire Protection District or municipal Fire Department is preferred.

Other combinations of education and experience that demonstrate meeting these requirements may be submitted for consideration.