



# HUNTLEY FIRE PROTECTION DISTRICT

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11118 Main Street Huntley, Illinois 60142  
P 847-669-5066 F 847-669-0139

## **ADMINISTRATIVE ASSISTANT POSITION**

The Huntley Fire Protection District is a full-service fire department providing suppression, fire prevention, EMS, public education, rescue and recovery. The Fire District has five stations with 63 full-time firefighter/paramedics, 20 part-time firefighter/paramedic/EMT's, a Full-Time Fire Chief, 2- Deputy Fire Chiefs, Fire Marshal, Training officer, Emergency Medical Services Director and Mobile Integrated Health Director who protect and serve the citizens and visitors of the Fire District.

### **Position Summary:**

The Huntley Fire Protection District is seeking an Administrative Assistant to perform a variety of complex and routine administrative duties. Nature of the work performed requires a professional manner in all dealings with the public, Fire District staff and Board members. Work requires the exercise of considerable judgement, initiative and discretion. The position provides support services to the Fire Chief, Deputy Fire Chiefs, Fire Marshal, Fire Prevention Bureau and the Fire District Board in preparing reports, presentations, research and scheduling of general activities. Responsibilities include documentation and record keeping in areas of human resources, finance, official meetings and data analysis. This is a non-sworn at will part-time position hired by the Fire Chief.

### **Requirements:**

The successful candidate must possess excellent verbal and written communication skills, math proficiency, outstanding customer service skills, excellent memory, and organizational skills with the ability to multi-task to set priorities, organize workload and meet deadlines. They must also have the ability to make decisions in accordance with established policies and have diplomacy in dealing with challenging situations. The candidate must also have the willingness to learn new things and eagerness to acquire new skills, as well as proven technical skills in various software applications including Microsoft Word, Excel, ESO software, Image Trend software, Target solutions, and ACS accounting software experience is a plus. The candidate must be able to research, compile, analyze and report data. Experience in budget analysis, purchasing, accounts payable, scheduling, and payroll is necessary. Qualified candidates should have 1-3 years' experience in an administrative support function or experience with public safety with an emphasis on fire and emergency medical services preferred, a high school diploma or GED is required; candidate must pass a criminal background check.

### **Essential Knowledge, Skills, Abilities:**

- Demonstrate professionalism and ethical conduct, along with confidentiality in said position.
  - Communicate essential information effectively to meet the Fire Districts goals and objectives.
  - Must be able to quickly acquire knowledge of the Fire District structure, policies, and procedures.
  - Present a professional image to the public and members of the Fire District.
  - Ability to follow instructions and respond to Fire Chief's direction and ability to work independently.
  - Ability to adapt to changes in the work environment, manage competing demands, deal with frequent changes, delays, or unexpected events, solve practical problems and function in occasional stressful situations.
  - Must have a sound knowledge and ability in business correspondence and an ability to proofread for grammar, spelling and punctuation with a high degree of accuracy.
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- Knowledge of the principles, practices, and statutory obligations relative to the maintenance of public records, personnel files and information.
- Knowledge in the development of the budget and monitor compliance to that budget.
- Assist with annual audit for Fire District Boards.
- Prepare invoices, record receipt of payment, make and track bank deposits, record and code receipts.
- Distribute invoices, enter approved invoices into accounting software, print checks and coordinate disbursements. Schedule, track and record ACH payments.
- Knowledge of payroll.
- Ensure all Federal and Illinois State required reporting and documentation is completed and filed.
- Prepare agendas, meeting packets and attend all District Board meetings and record minutes.
- Maintain employee insurance benefits, enrollment changes, terminations and other benefits with insurance carriers.
- Coordinates pre-hire requirements for career firefighter/paramedics.
- Establish and maintain a complete filing system.
- Maintenance of Fire District policies and procedures.
- Primary reception of phones, visitors and business appointments.
- Receive, sort and distribute incoming and outgoing mail/packages.
- Administration and operation of office equipment and maintain office supply inventory.
- Perform related work as required by or assigned by the Fire Chief or his designee.

## **Additional Preferred Skills**

FOIA certified

HIPPA certified

Open Meetings Act certified

Certified Notary

## **Physical Demands:**

Ability to sit at a workstation or in meetings for extended periods. Must be able to stoop, kneel or crouch to reach lower-level file drawers and occasionally lift and/or move boxes up to 25 pounds. While performing the duties of this job, the employee is regularly required to use hands to finger handle or feel the computer keyboard and mouse.

## **Schedule:**

16-24 hours a week.

Mondays and Tuesdays are needed/preferred, with some flexibility

Completed applications can be submitted with resume to Fire Chief Scott Ravagnie at [Srvagnie@huntleyfpd.org](mailto:Srvagnie@huntleyfpd.org) or dropped off in person at Station 1, located at 11118 Main Street, Huntley, IL. 60142.

Application deadline March 18, 2022, at 3:00 pm.

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