



**ITASCA FIRE PROTECTION DISTRICT**  
**520 W. IRVING PARK ROAD, ITASCA, IL 60143**  
**630-773-1223 [www.Itascafd.org](http://www.Itascafd.org)**

## **Executive Administrative Assistant – Itasca Fire Protection District**

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### **Definition and Purpose**

Under the direction of the Fire Chief, the Administrative Assistant is responsible for providing confidential administrative support, including scheduling meetings, preparing correspondence, and receiving resident inquiries. This position reviews and submits ambulance billing, processes accounts payable, and prepares payroll on behalf of the department. This position is classified as a “confidential employee.”

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### **Duties and Responsibilities**

- Provide confidential administrative support to the Fire Chief.
- Assist the staff and Shift Personnel as requested.
- Process accounts payable, prepare purchase orders, place and receive orders, resolve discrepancies with vendors, prepare invoices for payment approval, and monitor expenditures against the budget.
- Manage human resources functions including benefits, onboarding, offboarding, and maintaining workers’ compensation records in collaboration with the safety committee.
- Monitor payroll, review pay rates, and maintain leave records while understanding union and collective bargaining agreements.
- Review and submit ambulance billing to third-party billing companies; serve as liaison for billing companies, residents, and collections agencies.
- Serve as recording secretary for the Board of Trustees, including meeting preparations, minutes, ordinances, resolutions, and other municipal requirements.
- Assist with data collection for the annual Ground Emergency Medical Transport (GEMT) and Ground Ambulance Data Collection Survey (GADCS) reporting for Medicaid and Medicare.
- Assist in preparing and submitting annual registration renewals and recordkeeping to the Illinois Department of Public Health (IDPH) for all ambulance and paramedic engine licenses.

- Handle incoming calls, schedule appointments, make travel arrangements, and manage requests for information or assistance.
  - Use discretion and knowledge of District operations to route calls and maintain positive public relations through telephone and personal contacts.
  - Organize and maintain confidential and specialized files, both physical and electronic, in accordance with applicable laws and record retention schedules.
  - Assist with grant applications, annual department budgets, and special projects.
  - Serve as an information resource regarding department policies, procedures, standards, and requirements, utilizing independent judgment and knowledge.
  - May serve as recording secretary for the Fire District's Fire Commission, including maintaining accurate records, creating agendas, and acting as a liaison between testing agencies and the departments.
  - Support the Fire Chief in drafting official and confidential materials, reports, correspondence, memoranda, ordinances, resolutions, agendas, and weekly reports.
  - Order and maintain office supplies.
  - Work with the district's accounting firm and legal counsel.
  - Perform all other duties assigned by the Fire Chief.
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## **Supervisory Responsibilities**

- None.
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## **Minimum Experience and Training Requirements**

- An associate's degree in business administration or a related field is preferred; a bachelor's degree is an advantage.
  - A minimum of three (3) years of progressively responsible experience in office administration (municipal preferred), customer service, or a related role, or an equivalent combination of education and experience demonstrating the necessary skills, knowledge, and abilities.
  - Must successfully pass a background screening.
  - Must possess a valid Illinois State Driver's License.
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## **Special Requirements**

- May require occasional evening or weekend hours.
- May perform duties outside normal office hours for emergency responses.

- A Notary Public certification may be required within a certain timeframe after hire.
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## **Knowledge, Skills, and Abilities**

- Thorough knowledge of modern administrative methods, practices, and procedures.
  - Working knowledge of policies, procedures, and ordinances governing fire district administration.
  - Ability to accurately type at a working speed and work independently.
  - Ability to establish and maintain satisfactory relations with district personnel, officials, vendors, and the public.
  - Knowledge of local, federal, and state regulations governing OMA, FOIA, and HIPAA.
  - Strong organizational skills and the ability to manage multiple projects and schedules.
  - Excellent oral and written communication skills.
  - Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), with specific expertise in Excel data input, analysis, and graphing.
  - Knowledge of Image Trend, First Due, Vector/Target Solutions, and Ground Emergency Medical Transport is preferred but not required.
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## **Physical Requirements and Work Environment**

- Work is primarily performed in an office environment with frequent visits to fire stations to assist staff.
  - May sit or stand for extended periods; some walking, stooping, and carrying light items such as papers, books, and files.
  - Indoor work with occasional exposure to outdoor elements during special events.
  - Typical low-noise office environment, with potential exposure to louder fire equipment, especially in fire stations.
  - May be exposed to 911 dispatches and emergency situations, which may include sensitive or graphic descriptions.
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## **Wage and Benefits**

- **Hiring Range:** \$65,000 (DOQ)
- **Hours per week:** 40 hours per week (M-F 8am-4pm), non-exempt status.

- **Benefits:** Paid vacation and sick time, paid holidays, PTO, paid life insurance, several options of medical, dental and vision insurance, defined benefit pension plan through Illinois Municipal Retirement Fund (IMRF), deferred compensation 457(B) plans through Nationwide, employee assistance program (EAP), uniform and free coffee!

**Please submit cover letter and resume to [chief@itascafd.org](mailto:chief@itascafd.org) or mail to 520 W. Irving Park Road, Itasca, IL 60143. Candidates will be contacted directly for interviews.**

**Equal Opportunity Employer**