



Illinois Fire Chiefs Association

Job Descriptions

Category: Job Description

Proposed By: Executive Board

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Illinois Fire Chiefs Association

Job Descriptions

President

Duties of the President as defined by the IFCA By-Laws

Board of Directors

The Illinois Fire Chiefs Association (IFCA) Board of Directors shall consist of the President, the First Vice-President, the Second Vice-President who shall serve as Secretary-Treasurer, the five (5) elected Directors, one of who would be a retired officer; the Immediate Past President and elected Area Representatives.

Powers & Duties of the Board of Directors

Powers and duties of the Board of Directors shall include the following, but are not hereby specifically limited to the following:

- To construe the By-Laws and to determine any question that may arise under them; such construction or determination shall be conclusive.
- To appoint any appointed officers necessary or convenient to the work of this corporation, including the appointment of clerical employees, and to appoint any and all standing committees as may be necessary or convenient to the work of the corporation.
- To initiate and execute whatever specific projects, programs or activities the corporation may undertake, with or without assistance of or participation by appointive officers or standing or special committees.
- To assume responsibility of the active management of the work of this corporation.
- Directors who are not scheduled for election will be comprised of the Nominating Committee at the Annual Conference.

Duties of the President

The Illinois Fire Chiefs Association (IFCA) President shall preside at all meetings, shall act as chairman of the Board of Directors, and shall serve as the titular representative of this corporation to the public, to county, state and federal organizations to municipal corporations and units of government, and to the other organizations.

Other Duties and Responsibilities of the President

- Recommends appointment of members to all Standing Committees and Committee Chairs, with the concurrence of the Board of Directors.
- Calls meetings and directs the Executive Director in the preparation of agendas for those meeting.
- Prepares an article for publishing in “THE GONG” entitled “Presidents Message” and other articles as deemed appropriate.
- Prepares an “Informational Release” on a monthly basis, or more frequently if necessary, regarding the activities of the Association. This “Informational Release” is distributed to the Board of Directors and to all regional organizations.
- Represents the IFCA before the following organizations and associations:
 - Illinois Fire Services Association
 - Illinois Fire Service Institute Advisory Commission
 - OSFM Fire Advisory Commission
 - Others as deemed appropriate or necessary
- Represents the IFCA at the following conferences and meetings (or assigns a designee):
 - Area Fire Chiefs Association meetings.
 - Illinois Fire Service Institute Fire College
 - Illinois Fire Protection District Conference
 - Northern Illinois Alliance of Fire Protection Districts Conference
 - Illinois Fire Fighters Association Conference
 - Illinois Firefighter Medal of Honor Ceremony
 - Illinois Society of Fire Service Instructors Conference
 - OSFM Showcase
 - Illinois Municipal Conference
 - Illinois State Fair
 - Fire Services Association Legislative Summit
 - Congressional Fire Service Caucus
 - Illinois Fire Service Administrative Professionals
 - Other conferences or meetings as deemed necessary
- Coordinate with the Executive Director and other Board of Directors, attendance at various conferences and meetings to represent the IFCA and to make reports on Association activities, goals, and objectives, etc.
- Works with the Executive Director, First and Second Vice-Presidents on annual Strategic Planning Session, and carries through those goals, objectives and plans through the term of his/her office. The President, Second Vice-President, and Executive Director act as facilitators for the Strategic Planning Session while the First Vice-President acts as the moderator.
- Attends and participates in Board of Directors meetings, the Annual Conference and the Annual Symposium.

- Coordinates and supervises the activities assigned under the areas of responsibility as delineated in the current Organizational Chart.
- Moderates, assists in program development and presentations at the Annual Conference and Symposium.
- Monitors current legislative actions and directs the Legislative Committee when applicable.



Illinois Fire Chiefs Association

Job Descriptions

First Vice-President

Duties of the First Vice-President as defined by the IFCA By-Laws

Board of Directors

The Illinois Fire Chiefs Association (IFCA) Board of Directors shall consist of the President, the First Vice-President, the Second Vice-President who shall serve as Secretary-Treasurer, the five (5) elected Directors, one of who would be a retired officer; the Immediate Past President and the elected Area Representatives.

Powers & Duties of the Board of Directors

Powers and duties of the Board of Directors shall include the following, but are not hereby specifically limited to the following:

- To construe the By-Laws and to determine any question that may arise under them; such construction or determination shall be conclusive.
- To appoint any appointed officers necessary or convenient to the work of this corporation, including the appointment of clerical employees, and to appoint any and all standing committees as may be necessary or convenient to the work of the corporation.
- To initiate and execute whatever specific projects, programs or activities the corporation may undertake, with or without assistance of or participation by appointive officers or standing or special committees.
- To assume responsibility of the active management of the work of this corporation.
- Directors who are not scheduled for election will be comprised of the Nominating Committee at the Annual Conference.

Duties of the First Vice-President

The Illinois Fire Chiefs Association (IFCA) First Vice-President shall assist the President as directed by the President and shall assume the duties of President in the event of his/her (the President's) absence or incapacitation. The First Vice-President shall serve as a member of the legislative committee of the IFCA.

Other Duties and Responsibilities of the First Vice-President

- Coordinate with the Executive Director and other Board of Directors, attendance at various conferences and meeting to represent the IFCA and to make reports on Association activities, goals and objectives.
- Coordinate and supervise the activities assigned under the areas of responsibility as delineated in the current Organizational Chart and List of Committees.
- Moderates, assists in program development and presentations at the Annual Conference and Symposium.
- Monitors current legislative action and assists the legislative committee as requested.
- Works with the President and Second Vice-President on the Strategic Planning Session, carries through those goals, objectives and plans through the term of his/her office.
- Attends Board of Directors meetings, the Annual Conference and Annual Symposium.



Illinois Fire Chiefs Association

Job Descriptions

Second Vice-President

Duties of the Second Vice-President as defined by the IFCA By-Laws

Board of Directors

The Illinois Fire Chiefs Association (IFCA) Board of Directors shall consist of the President, the First Vice-President, the Second Vice-President who shall serve as Secretary-Treasurer, the five (5) elected Directors, one of who would be a retired officer; the Immediate Past President and elected Area Representatives.

Powers & Duties of the Board of Directors

Powers and duties of the Board of Directors shall include the following, but are not hereby specifically limited to the following:

- To construe the By-Laws and to determine any question that may arise under them; such construction or determination shall be conclusive.
- To appoint any appointed officers necessary or convenient to the work of this corporation, including the appointment of clerical employees, and to appoint any and all standing committees as may be necessary or convenient to the work of the corporation.
- To initiate and execute whatever specific projects, programs or activities the corporation may undertake, with or without assistance of or participation by appointive officers or standing or special committees.
- To assume responsibility of the active management of the work of this corporation.
- Directors who are not scheduled for election will be comprised of the Nominating Committee at the Annual Conference.

Duties of the Second Vice-President

The Illinois Fire Chiefs Association (IFCA) Second Vice-President shall assist the President and First Vice-President as directed by them and shall assume the duties of President in the absence of both the President and First Vice-President. The Second Vice-President shall serve as a Director of the IFCA Educational and Research Foundation.

The Second Vice-president, who shall also serve as Secretary-Treasurer, shall be responsible for the following duties and functions but he/she may delegate any or all aforementioned functions to the Executive Director. The intent of this section is that the Executive Director performs these duties and ~~be~~ is responsible to the Second Vice-President and the Second Vice-President is responsible to the Board of Directors for their performance even though the Executive Director actually performs these functions. These duties are as follows:

- Keeps such books and records as required by the IFCA By-Laws and Policies of the Association.
- Keeps minutes of all meetings.
- Receives and answers communications addressed to the corporation.
- Receives and disburses the corporate funds.
- Keeps custody of records and files
- Maintains complete financial records.
- Presents at the annual meeting a complete financial report for the year.
- Prepares and mails such notices of meetings as is required by the By-Laws of the Corporation or Policies and Procedures.

Other Duties and Responsibilities of the Second Vice-President

- Coordinate with the Executive Director and other Board of Directors, attendance at various conferences and meeting to represent the IFCA and to make reports on Association activities, goals and objectives.
- Coordinate and supervise the activities assigned under the areas of responsibility as delineated in the current Organizational Chart and List of Committees.
- Moderates, assists in program development and presentations at the Annual Conference and Symposium.
- Works with the President and First Vice-President on the Strategic Planning Session, carries through those goals, objectives and plans through the term of his/her office.
- Coordinate state and regional meetings of Fire Service Association Presidents.
- IFCA Liaison to the IFSAP Board.
- Attends Board of Directors meetings, the Annual Conference and Annual Symposium.



Illinois Fire Chiefs Association Job Descriptions Immediate Past President

Duties of the Immediate Past President as defined by the IFCA By-Laws

Board of Directors

The Illinois Fire Chiefs Association (IFCA) Board of Directors shall consist of the President, the First Vice-President, the Second Vice-President who shall serve as Secretary-Treasurer, the five (5) elected Directors, one of who would be a retired officer; the Immediate Past President and the elected Area Representatives.

Powers & Duties of the Board of Directors

Powers and duties of the Board of Directors shall include the following, but are not hereby specifically limited to the following:

- To construe the By-Laws and to determine any question that may arise under them; such construction or determination shall be conclusive.
- To appoint any appointed officers necessary or convenient to the work of this corporation, including the appointment of clerical employees, and to appoint any and all standing committees as may be necessary or convenient to the work of the corporation.
- To initiate and execute whatever specific projects, programs or activities the corporation may undertake, with or without assistance of or participation by appointive officers or standing or special committees.
- To assume responsibility of the active management of the work of this corporation.
- Directors who are not scheduled for election will be comprised of the Nominating Committee at the Annual Conference. The Nominating Committee shall consist of the Immediate Past President and the two (2) Directors not scheduled for election in the current year. The Nominating Committee shall present to the President, their slate of nominees for the officers as described in Article 5, (Officers), prior to the opening of the annual meeting.

Other Duties of the Immediate Past President

- Coordinate with the Executive Director and other Board of Directors, attendance at various conferences and meetings to represent the IFCA and to make reports on Association activities, goals, objectives, and plans.
- Attends Board of Directors Meetings, the Annual Conference and Symposium.
- Offers advice to the President and Executive Board on Association matters.
- Provides continuity to the office of President in carrying out the mission, goals, objectives, and plans of the Association.
- Coordinates the annual election of officers at the annual meeting.
- Coordinates the Fire Chief Emeritus Recognition Program.
- Coordinates the Administrative Professional of the Year Recognition Program.
- Coordinates the Fire Chief of the Year Recognition Program.



Illinois Fire Chiefs Association

Job Descriptions

Director

Duties of the Director as defined by the IFCA By-Laws

Board of Directors

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Powers & Duties of the Board of Directors

Powers and duties of the Board of Directors shall include the following, but are not hereby specifically limited to the following:

- To construe the By-Laws and to determine any question that may arise under them; such construction or determination shall be conclusive.
- To appoint any appointed officers necessary or convenient to the work of this corporation, including the appointment of clerical employees, and to appoint any and all standing committees as may be necessary or convenient to the work of the corporation.
- To initiate and execute whatever specific projects, programs or activities the corporation may undertake, with or without assistance of or participation by appointive officers or standing or special committees.
- To assume responsibility of the active management of the work of this corporation.
- Directors who are not scheduled for election will be comprised of the Nominating Committee at the Annual Conference. The Nominating Committee shall consist of the Immediate Past President and the two (2) Directors not scheduled for election in the current year. The Nominating Committee shall present to the President, their slate of nominees for the officers as described in Article 5, (Officers), prior to the opening of the annual meeting.

Other Duties of a Director

- Coordinate with the Presidents and Executive Director, attendance at various conferences and meeting to represent the IFCA and to make reports on Association activities, goals and objectives.

- Coordinates and supervises the activities assigned under the areas of responsibility as delineated in the current Organizational Chart and List of Committees.
- Moderates, assists in program development and presentations at the Annual Conference and Symposium.
- Provides continuity to the office of President in carrying out the mission, goals, objectives, and plans of the Association.
- Expected to attend Board of Directors Meetings, the Annual Conference and Symposium.
- Provides a duty of care in carrying out the interests and direction as provided by the Association membership.
- Assists and supports the annual development of the Association budget and supports the financial stability of the Association.
- As fiduciaries may not assume a position where their interests and duties conflict with the goals and objectives of the Association.
- Addition duties of the Directors may be delegated to by the President, Vice-Presidents or the Executive Director if and when applicable.



Illinois Fire Chiefs Association Job Descriptions Area Representative

Duties of the Area Representative as defined by the IFCA By-Laws

Area Representatives

The Illinois Fire Chiefs Association (IFCA) Board of Directors shall consist of the President, the First Vice-President, the Second Vice-President who shall serve as Secretary-Treasurer, the five (5) elected Directors, one of who would be a retired officer; the Immediate Past President and the elected Area Representatives.

Powers & Duties of the Area Representatives

Powers and duties of the Board of Directors shall include the following, but are not hereby specifically limited to the following:

- To construe the By-Laws and to determine any question that may arise under them; such construction or determination shall be conclusive.
- To appoint any appointed officers necessary or convenient to the work of this corporation, including the appointment of clerical employees, and to appoint any and all standing committees as may be necessary or convenient to the work of the corporation.
- To initiate and execute whatever specific projects, programs or activities the corporation may undertake, with or without assistance of or participation by appointive officers or standing or special committees.
- To assume responsibility of the active management of the work of this corporation.
- Directors who are not scheduled for election will be comprised of the Nominating Committee at the Annual Conference.

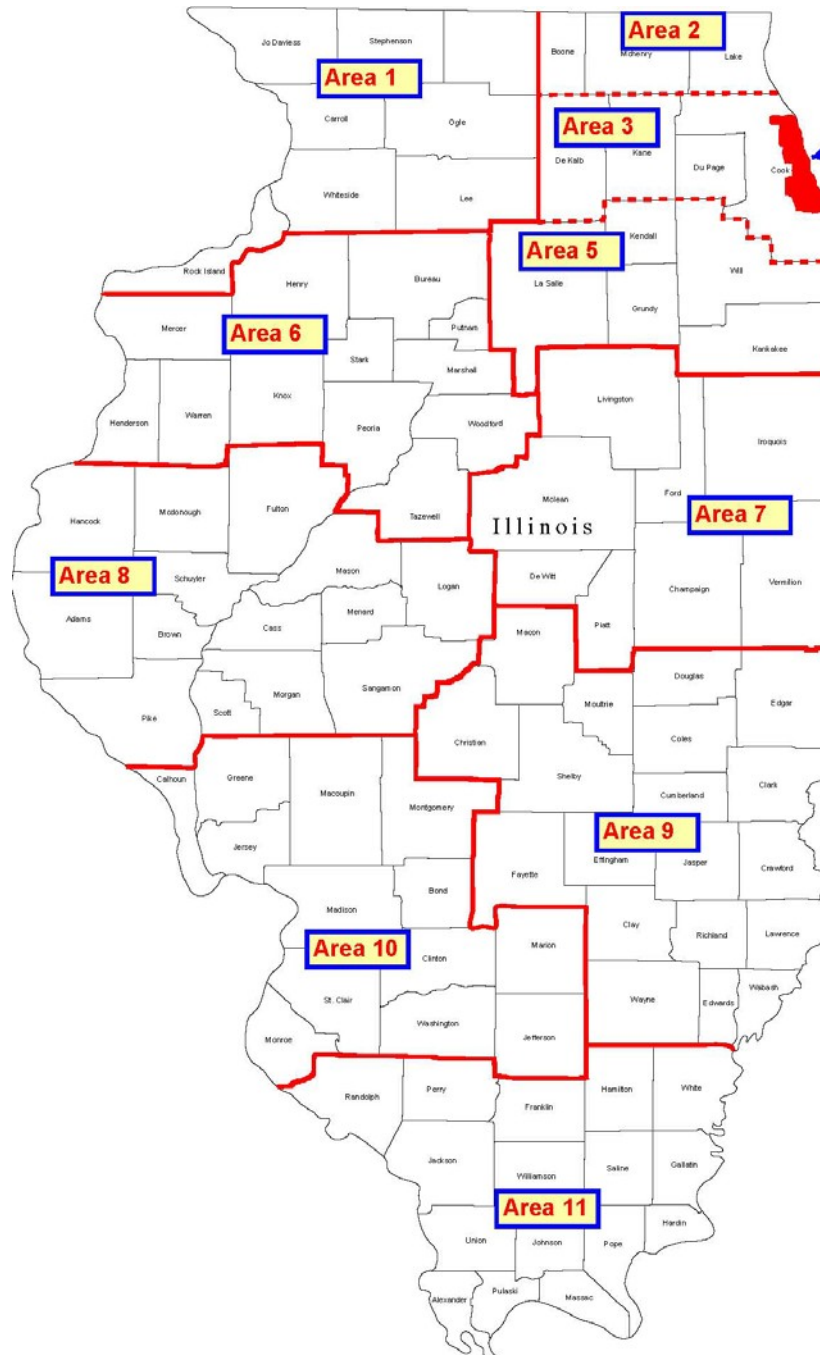
Duties of the Area Representative

Area Representatives shall insure that an open line of communications exists between all members in their region and the Board of Directors. They shall accomplish this goal by providing direct input from the member chiefs in their respective region to the Board of Directors and communicating information back from the Board of Directors to the member Chiefs. The Area Representatives shall also serve as the Membership Committee for the purpose of promoting and developing active membership among those eligible in their regions.

Other Duties of an Area Representative

- Coordinate with the Executive Director and other Board of Directors, attendance at various conferences and meetings to represent the IFCA and to make reports on Association activities, goals, objectives, and plans.
- Work with the President, First and Second Vice-Presidents and the Directors' on the Annual Strategic Planning Session and carries through those goals, objectives, and plans through the term of his/her office.
- Assist the Conference and Symposium Committees in planning and acts as a moderator as needed.
- Recommends and recruits members for Association Committees.
- Expected to attend Board of Directors Meetings, the Annual Conference and Symposium.
- Periodically reviews area membership lists with the Executive Director for accuracy and to assist in enrollment of new member and the collection of delinquent dues.
- Provides monthly reporting to the member fire chiefs in their region on the activities of the Association through a variety of modalities based on communications in their specific areas.
- Provides support and coordinating efforts for the purpose of supporting legislative initiatives of the Association. This includes, but is not limited to organizing teams of Chiefs to testify on legislation, coordination of meetings with local State Representatives and Senators in their region and communicating critical legislative information to local State Representatives and Senators as provided by the Association.

ILLINOIS FIRE CHIEFS ASSOCIATION Area Representative Districting Map



Area Representative - Counties within each District

AREA 1 Counties

Jo Davies Rock Island	Stephenson Whiteside	Winnebago Lee	Carroll	Ogle
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AREA 2 Counties

Boone	McHenry	Lake		
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AREA 3 Counties

De Kalb	Kane	Du Page	Cook	
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AREA 4: City of Chicago FD

AREA 5 Counties

La Salle	Kendall	Will	Grundy	Kankakee
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AREA 6 Counties

Mercer Warren Woodford	Henry Knox Marshal	Bureau Stark	Putnam Peoria	Henderson Tazewell
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AREA 7 Counties

Livingston Piatt	Ford Champaign	Iroquois Vermillion	McLean	De Witt
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AREA 8 Counties

Hancock Adams Pike	McDonough Brown Scott	Fulton Schuyler Morgan	Mason Cass Sangamon	Logan Menard
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AREA 9 Counties

Macon Edgar Effingham Lawrence	Christian Coles Jasper Wayne	Shelby Cumberland Crawford Edwards	Moultrie Clark Clay Wabash	Douglas Fayette Richland
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AREA 10 Counties

Calhoun Madison Monroe	Greene Fond Washington	Macoupin St. Clair Jefferson	Montgomery Clinton	Jersey Marion
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AREA 11 Counties

Randolph Jackson Johnson Massic	Perry Williamson Pope	Franklin Saline Hardin	Hamilton Gallatin Alexander	White Union Pulaski
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Illinois Fire Chiefs Association Job Descriptions Committee Chairperson

Duties of the Committee Chairperson

Guides the committee in its work by setting goals and action plans consistent with the IFCA Strategic Plan. Acts as the primary contact for the Committee to the IFCA and other outside agencies

Other Duties and Responsibilities of the Committee Chairperson

- Recommends Committee Members for the approval of the IFCA President
- Develops a work plan to insure the Committee's work is consistent with the Strategic Plan.
- Develops and distributes Meeting Agendas
- Conducts Committee Meetings
- Takes notes at Committee Meetings and prepares a report for Committee Members
- Submits all required reports requested by the president on Committee functions including a monthly summary (see attached form).
- Makes action and policy recommendations to the President and the Board of Directors.



Illinois Fire Chiefs Association

Job Descriptions

Executive Director

Duties of the Area Executive Director as defined by the IFCA By-Laws

ARTICLE 8, DUTY OF OFFICERS, Section 4- The Second Vice-President, who shall also serve as Secretary-Treasurer, shall be responsible for the following duties and functions but he may delegate any or all of them to the Executive Director. The intent of this section is that the Executive Director performs these duties and be responsible to the Second Vice-President and the Second Vice-President and be responsible to the Board of Directors for their performance even though the Executive Director actually performs them. These duties are as follows: Keeps such books and record as are required by law and by the By-Laws of this corporation, keep minutes of all meetings, receive and answer communications addressed to the corporation, receive and disburse the corporate funds, have custody of records and files, maintain complete financial records-, present at the annual meeting a complete financial report for the year, prepare and mail such notices of meetings as are required by law and by the By-Laws of this corporation, and perform such duties as may be designated by the Presidents of the Board of Directors.

Other Duties and Responsibilities of the Executive Director

The duties of the Executive Director shall include, but not necessarily be limited to the following:

- Plan, organize and direct the Association toward achievement of Association goals, objectives, and projects and assist the Association on legislative matters as directed by the Board of Directors.
- Manage resources within budgetary limitations provided toward the objectives of the Association; provide professional, technical and management assistance to the Illinois Fire Service agencies through surveys and reports, or through personal or on-site assistance.
- Establish fiscal controls for income and expenditures, and submit monthly reports relating thereto, and establish a voucher system.
- Promote services of the fire service bureau through constant liaison with fire service agencies; arrange seminars, maintenance of booths at conferences with the advice and consent of the Board of Directors.
- Establish projects and assign personnel to projects, according to expertise, availability and project deadlines.

- Authorize use of consultants in areas of highly specialized expertise, or when workload and deadlines necessitate their use with the consent of the Board of Directors.
- Coordinate activity towards the most effective and productive utilization of resources.
- Assist in review of project reports and review final reports before their release.
- Attend Board of Directors meetings and submit activity reports bimonthly to the Board of Directors. Submit minutes of the meeting and such other reports as required or requested by the President and Vice-President.
- Keep abreast of the professional state-of-the-art in fire management operations and support services and council members accordingly.
- Perform these duties and such other duties assigned according to the policies established by the Board of Directors of the Illinois Fire Chiefs Association and under their guidance.
- Represent the association when requested by the Board of Directors.
- Responsible for publishing and editing "THE GONG" on a quarterly basis and a semi-annual newsletter for the membership.
- Handle correspondence for the Association and distribute important materials to the Board of Directors and Area Representatives and/or members as deemed necessary.
- Centralized control and coordination of Association Committees except where decentralized authorities are delegated to committee chairs by the Board of Directors.
- Provides communications to and on behalf of the Executive Board of Directors.

Examples of Work

- Shall be responsible for the daily and regular maintenance of the IFCA Website including membership, articles, news events, and services.
- Shall be responsible for replying to all communications in a timely manner.
- Shall be responsible for attending and participating in meetings that will affect the Association or Foundations Missions.
- Shall be responsible for assisting the Gong Editor in the layout and design of the quarterly publications including the submission of articles from Board and Committee Chair members.
- Shall be responsible for producing a quarterly article for the Gong updating the members on Finances, membership, strategic plan, and current activities of the Association.
- Shall be responsible for the daily tracking of all legislative actions by state or federal legislators and communicate all applicable legislation to the members through legislative alerts and call-to-action reports.
- Shall be responsible for building partnerships that will improve the Illinois Fire Service.

- Shall be responsible for marketing the IFCA services.
- Shall be responsible for supervising the consulting services branch including the final approval of all proposals, preparing final reports, and invoicing.
- Shall be responsible for taking minutes of all meeting and conference calls and transcribing all draft minutes within a two week period for Board dissemination and approval for both the Association and Foundation.
- Shall be responsible for the maintenance of all files and reports pertaining to the Association and Foundation.
- Shall be responsible for the maintenance of scholarship revenues.
- Shall be responsible for the gathering of information and the final report of the Associations activities.
- Shall be responsible for invoicing all membership dues on a yearly basis.
- Shall be responsible for assisting the Association Treasurer in any general accounting practices that are needed to ensure timely billing and invoicing.
- Shall be responsible for communicating with the auditor to ensure that all Association and Foundation financial reports are submitted in a timely manner.
- Shall be responsible for the oversight of both the Conference and Symposium Committees work in preparing and implementing their objectives.
- Shall be responsible for the IFCA Strategic Plan and to ensure that the Board and Working Committees stay on target with their respective objectives.
- Shall be responsible for the inventory of all Association and Foundation assets and equipment.
- Shall be responsible for the investments and to ensure the highest interest rate available when applicable.
- Shall be responsible for the directing, control, performance and responsibilities of the Administrative Assistant and Association Treasurer in their respective duties.

Requisite Knowledge and Skills

- A good working knowledge of computer software programs including Microsoft works, PowerPoint, excels spreadsheets, and Membership Ties software.
- Skills in the use of the computer application of website maintenance.
- Skills in word processing by typing at least 20 words per minute.

Worker Characteristics

A) Physical Conditions

- Communicate effectively, verbally and non-verbally
- Operate office equipment.

B) Ability Needed To:

- Observe analytically and objectively, analyze situations, determine and take effective action.
- Understand and interpret and apply applicable policies and procedures.
- Understand and respond promptly and accurately to written and oral directions, instructions, inquiries and requests.
- Work independently and effectively.
- Handle situations courteously and tactfully and impartially.
- Express one clearly and completely.
- Record information clearly and completely.
- Maintain confidentiality in performance of duties.

Required or Acceptable Knowledge, Skills and Abilities

Comprehensive knowledge of public administration and office management work, completion of a undergraduate degree in fire science and/or business administration preferable public administration, or a combination of experience and training which provides the required knowledge, skills and abilities to perform the duties and responsibilities of the position.



Illinois Fire Chiefs Association

Job Descriptions

Assistant to the Executive Director

Duties of the Assistant to the Executive Director

The duties of this position, include but not limited to, acting in the roles of the IFCA representative to the Joint Labor Management Committee (JLMC) PEAS Assistant Director, Legislative Assistant, IFCA Education and Research Foundation Liaison and other duties as assigned by the Executive Director.

This position will also assist in monitoring legislation on a year round basis and be available to testify on key legislative issues as directed. Attendance at all Foundation and IFCA Executive meetings will be required unless excused by Executive Director. This position will also look into leadership specific training to be provided statewide including assisting with the FO III program, coordinating the Senior Officer Focus Program, and assuming the role of Speaker Coordinator for the annual IFCA Conference Finally this position will act in any additional capacities as directed by the Executive Director.

The Promotional Evaluation and Assessment Services (PEAS) major responsibility is to develop, prepare, and coordinate the activities of the Illinois Fire Chiefs Association Promotional Evaluation and Assessment Services relevant to meeting the Associations mission and strategic goals. This position will assist in the development, evaluation and assessment processes and will implement or assist with the processes for all requesting agencies under the guidance of the PEAS Director. Working with the PEAS Director, will assess the outcomes of each process to ensure validity and reliability of the promotional process. Works under the direction and guidance of the PEAS Director and reports to the IFCA Executive Director.

This position will assist in the development of evaluation and promotional exercises, exams, oral interview questions, and other related materials relevant to the organizational promotional process. Other responsibilities may include the preparation of the assessment packets that meet content and specifications relevant to the job description and job task analysis of the organization being assessed.

In regard to the “Joint Labor Management Committee” (JLMC), will be assigned as lead on all communications and administrative functions of the JLMC including auditing of classes, assist in the development of courses dealing with assessor training in accordance with state legislation, and other related materials as identified by the JLMC.

Work independently and as part of a team; may also work with outside experts in field of specialty.

Other Responsibilities include:

- Familiarization with the preparation of the assessment exercises from contact to design through implementation culminating with billing and archiving.
- Attendance at various functions representing PEAS as requested by the PEAS Director.
- Responsible for Assessment Center seminars and trainings
- Assist with the Fire Chief Selection Service.
- Conducts Assessor continuing education workshops on relevant topics.
- Conducts training for new Assessors.
- Responsible for marketing our services
- Assist with one-on-one meeting with candidates after the Assessment Center
- Assist with 100-200 question Written Tests
- Assist in the future planning of PEAS as it relates to staffing and program development



Illinois Fire Chiefs Association

Job Descriptions

Administrative Assistant

Duties of the Administrative Assistant

The responsibilities of this position include performing various clerical, secretarial, and administrative support functions.

The Office Assistant will be an integral part the Administrative Team consisting of and working with the Treasurer, PEAS Coordinator, and Fire Officer Course Registration Coordinator, Scholarship Coordinator and Assistant Executive Director will report directly to the Executive Director.

Essential Primary Duties and Responsibilities

Association Duties include, but are not limited to:

- Manage the home office including all incoming communications and disseminating communications to the appropriate party by email, phone, or fax.
- Responsible for daily management of all communications.
 - Open and channel all correspondences to the appropriate party.
 - Copying all checks and forwarding the original to the Treasurer for accounting purposes.
 - Forward all invoices to the Treasurer for payments.
- Maintaining membership records
 - Sending dues invoices in December of every year.
 - Preparing sending of second delinquent notices in May of every year.
 - Recording all paid memberships and forwarding the new year membership packets.
- Ordering maintaining Association office supplies following the purchasing procedures.
- Responsible for providing administrative support to both the Symposium and Annual Conference as needed.
 - Preparing conference announcements, programs, registrations, attendees packets, managing the conference registration booth and speakers certificates
- Assist the Editor of the Gong as needed.
 - Retype articles when needed.
 - Prepare mailing labels

Foundation Duties include but are not limited to:

- Manage the home office including all incoming communications and disseminating communications to the appropriate party by email, phone, or fax.
- Responsible for daily management of all incoming mail.
 - Open and channel all correspondences to the appropriate party.
- Work with the Fire Officer Registration Coordinator to ensure preparation and Mailing of all course certificates.
- Responsible for the administration of the New Chiefs Seminars including:
 - Preparing and mailing all brochures
 - Maintaining all registrations
 - Working with the OSFM to address issues or concerns.
 - Preparing the New Chiefs packets.
- Responsible for assisting the Scholarship Coordinator including;
 - Preparing and mailing scholarship announcements
 - Disseminating all incoming scholarships to the Coordinator
 - Track all scholarship donors including mailing letters of intent on a yearly basis.
 - Work with colleges and Foundation Treasurer to ensure scholarship disbursements are made in the appropriate time and manner.
 - Responsible for maintaining a five year record of all Scholarship recipients including disbursements of payments.
- Responsible for assisting the Grant Coordinator including:
 - Maintaining records of all approved Grants.
 - Work with the Foundation Treasurer to ensure Grant disbursements.
- Assist the Foundation Golf Committee with their administrative needs.
- Responsible for forwarding all financial information:
 - Copying all checks and forwarding the original to the Treasurer for accounting purposes.
 - Forward all invoices to the Treasurer for payments on a daily basis.

Purchasing and Accounts Payable

Secondarily responsible for the following purchasing and accounts payable procedures as directed.

- Duties include, but are not limited to, preparing purchase orders and check request and forwarding both to the Treasurer for invoice preparation and mailing.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of

the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to carry out oral and written instructions
- Ability to establish and maintain working relationships with superiors, fellow employees, public officials, and the public.
- Ability to use office equipment including facsimile machine, copy machine, calculator.
- Ability to analyze situations and take effective action.
- Ability to understand, interpret and apply applicable ordinances, and Fire District rules and policies.
- Ability to work independently, efficiently and effectively.
- Ability to handle situations firmly, courteously, tactfully, and impartially.
- Ability to maintain confidentiality in the performance of duties.

Education and Experience

Associate's degree (A.A.) or equivalent from two-year College or technical school; or three years related experience and/or training; or equivalent combination of education and experience.

Language Skills

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with employees of organization.

Mathematical Skills

- Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.

Reasoning Ability

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written or oral form.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk

or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.



Illinois Fire Chiefs Association

Job Descriptions

Treasurer

Synopsis of Duties of the Treasurer as defined by the By-Laws

Keep such books and records as are required by law and by the By-Laws of this corporation, receive and disburse the corporation funds, have custody of records and files, maintain complete financial records; present at the annual meeting a complete financial report for the year, as are required by law and by the By-Laws of this corporation, and perform such other duties as may be designated.

The Treasurer will be an integral part the Administrative Team consisting of and working with the Administrative Assistant, PEAS Coordinator, and Fire Officer Course Registration Coordinator, and will report directly to the Executive Director.

Essential Primary Duties and Responsibilities

- Responsible for any general accounting and bookkeeping data entry, as directed.
- Responsible for collecting data for recording related transactions in the general ledger, and maintaining files in an organized manner.
- Responsible for Accounts Receivable processing, including, but not limited to the following revenue line items – Promotional Evaluation and Assessment Services, Consulting Services, Fire Officer Courses, IFCA Apparel and other revenues that may require processing. Accounts Receivable processing includes, but is not limited to, periodic invoicing of customers or vendors, posting of cash receipts, mailing of statements, and maintaining logs and files in an organized manner.
- Responsible for following payroll as directed
- Perform monthly bank reconciliations
- Responsible for preparing quarterly tax reports and other reports, as needed.
- Responsible for maintaining employee files in finance system.
- Responsible for maintaining payroll files including, but not limited to, W-4 forms, W-2 forms, 457 plan statements, and quarterly tax reports.
- Responsible for all cash receipts processing, including data entry, completing receipts, depositing of funds, and maintaining orderly records and files.
- Prepare and post transactions to the General Ledger including cash receipts, cash disbursements, accounts receivable and accounts payable

- Assist with annual audit and other regulatory reports as assigned.
- Responsible for assisting with records management to ensure records are kept within regulatory guidelines and those records can be located in an efficient manner.
- Responsible for maintaining the IFCA and Foundation financial system (computer) accounts in order to reflect an up to-date and accurate financial picture of both.
- Responsible for administering, maintaining, and reporting all federal and state payroll taxes and records
- Directs and monitors the purchasing activities in accordance with the IFCA policies.
- Coordinates and assists in the yearend financial audit of the IFCA and Foundation by independent auditors
- Develops and manages developed internal financial and accounting controls to insure compliance with established laws, policies and procedures.
- Perform other related duties as directed such as, assistance in preparation
- of the organizations' budgets, special schedules, worksheets and account
- Analysis, as required.

Purchasing and Accounts Payable

Secondarily responsible for the following purchasing and accounts payable procedures as directed.

- Duties include, but are not limited to, preparing purchase orders in the finance system based on approved purchase order requests, sending purchase orders to vendors, if necessary, entering invoices into the finance system to be paid based on matching of purchase orders, invoices, and shipping tickets, if applicable after necessary approvals have been received, printing and mailing of checks after Board approval has been received, reviewing statements for accuracy, maintaining vendor files in an organized and complete manner

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to use financial accounting software
- Ability to prepare spreadsheets. Knowledge of bookkeeping, purchasing, accounts payable, and payroll functions and principles.
- Ability to carry out oral and written instructions

- Ability to establish and maintain working relationships with superiors, fellow employees, public officials, and the public.
- Ability to use office equipment including facsimile machine, copy machine, calculator.
- Ability to analyze situations and take effective action.
- Ability to understand, interpret and apply applicable ordinances, and Fire District rules and policies.
- Ability to work independently, efficiently and effectively.
- Ability to handle situations firmly, courteously, tactfully, and impartially.
- Ability to maintain confidentiality in the performance of duties.

Education and Experience

Associate's degree (A. A.) or equivalent from two-year College or technical school; or three years related experience and/or training; or equivalent combination of education and experience.

- Ability to use standard computer software applications with a working Knowledge of Windows, Microsoft Excel, Word and Outlook
- Experience with QuickBooks, Peachtree or other accounting packages preferred

Language Skills

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with employees of organization.

Mathematical Skills

- Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.

Reasoning Ability

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written or oral form.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the

employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.



Illinois Fire Chiefs Association

Job Descriptions

PEAS Director

Duties of the PEAS Director

The Promotional Evaluation and Assessment Services (PEAS) major responsibility is to develop, prepare, and coordinate the activities of the Illinois Fire Chiefs Association Promotional Evaluation and Assessment Services relevant to meeting the Associations mission and strategic goals. The PEAS Director will develop evaluation and assessment processes and will implement these processes for all requesting agencies. The Director will assess the outcomes of each process to ensure validity and reliability of the promotional process. Works under the direction of the Executive Director of the IFCA who reports to the Executive Board.

Primary job responsibilities are to develop evaluation and promotional exercises, exams, oral interview questions, and other related materials relevant to the organizational promotional process. Other responsibilities include the preparation of the assessment packets that meet content and specifications relevant to the job description and job task analysis of the organization being assessed. Work independently and as part of a team; may also work with outside experts in field of specialty.

Other Responsibilities:

- Responsible for the entire PEAS Service
 - Scheduling
 - Assessment Center preparation
 - Assessment Centers
 - Assessment Center follow-ups
 - Billing
 - Archives
- Responsible for Assessment Center seminars and trainings
- Responsible for the Fire Chief Selection Service.
- Conducts Assessor continuing education workshops on relevant topics.
- Conducts training for new Assessors.
- Responsible for marketing our services
- Responsible for one-on-one meeting with candidates after the assessment Center
- Responsible for 100-200 question Written Tests.