



Village of Tinley Park - Employment Opportunity

The Village of Tinley Park is an Equal Opportunity Employer and a Drug Free workplace.

Executive Assistant – Fire Department

Posting Date: March 5, 2021

Closing Date: Open Until Filled

The Village of Tinley Park is seeking an Executive Assistant to the Fire Chief. This position will perform routine to moderately complex duties with a variety of related tasks for an executive level position. Responsibilities include performing secretarial, administrative and technical support duties requiring independent judgment and discretion handling confidential and time-sensitive matters. General office duties and clerical functions including maintenance of administrative records and reports and preparing correspondence for the Fire Chief; manage scheduling for Fire Chief and Chief Officer Staff and assure logistics are in place and confirmed; organize and schedule meetings for the department; answer telephones, greet visitors, fulfill requests for information, direct telephone calls and messages to appropriate personnel; and give basic information of a non-technical nature concerning departmental procedures, rules and regulations.

Further, this position will assist with or oversee department payroll, purchase orders, maintaining the department records management system, personnel, accident reports, and training records. Study processes in order to improve workflow, simplify reporting procedures, and implement cost reductions. Will process and track invoices for departmental budget on a timely basis and assists staff in the preparation of the annual budget as well as generate and assist with various reports and other duties as assigned and directed by the Fire Chief and his staff. assist with grant request preparation and submission as well as participate in the compilation of data for projects or the preparation of reports. Will compile weekly, monthly and annual reports, distribute Department memorandum, orders and correspondence.

Required Knowledge, Skills, Abilities:

- General knowledge of modern Fire Department operations.
- Must have strong technical skills including working knowledge of general office equipment.
- Must have demonstrated highly proficient knowledge of Microsoft Office.
- Must have the ability to establish and maintain good working relationships with supervisors, co-workers, colleagues, Village Administration, people from outside agencies, and the general public. Must demonstrate ability to communicate effectively utilizing appropriate methods of communication, both oral and written, and deal tactfully with a variety of people, sometimes in difficult and/or hostile circumstances.
- Ability to follow instructions and respond to management direction and ability to work independently.
- Ability to adapt to changes in the work environment, manage competing demands, change approach or method to best fit the situation, deal with frequent change, delays or unexpected events, solve practical problems, function in occasional stressful situations.
- Provide exceptional customer service in order to promote and maintain a positive Village image, constructive working environment, and foster pride and professionalism in the workplace and community.
- Maintain a professional attitude and physical appearance appropriate for daily public contact.

Minimum qualifications:

- Minimum of 5 years of increasingly responsible work experience in an office environment (preferably with a Fire Service organization) involving a variety of clerical, secretarial, and administrative support duties or any combination of education, experience, and training that provides the requisite knowledge, skills, and abilities.
- Familiarity with NFIRS Reporting System fire service database platforms and Target Solutions Learning management system preferred.

Residency Requirement: As a condition of employment and continued employment, this position is required to reside within a thirty (30) mile radius measured from any border or Village limit of Tinley Park, within twelve (12) months of employment date. Residency in Indiana is not permitted.

Start Annual Salary: Low to mid \$60,000 DOQ plus generous benefit package including medical, dental, vision, life/AD&D benefits, and other optional programs including deferred compensation. This is an Illinois Municipal Retirement Fund eligible position.

Application Process: Submit a current resume and complete the Online Village of Tinley Park Application for Employment on our **Employment Page** at www.tinleypark.org.

Email: humanresources@tinleypark.org