

# Now HIRING!

## Executive Assistant Fire Department



WE ARE HIRING! Join our team and become our new **EXECUTIVE ASSISTANT**, responsible for a variety of administrative and operational tasks for the Niles Fire Department. This position provides administrative support to the Fire Chief, Deputy Fire Chief, and District Chiefs, and is responsible for maintaining quality control of the Department Records Management System (RMS), development and quality control of SharePoint, as well as ensuring compliance with HIPAA and FOIA requests.

### Some info about the position...

- ✓ Prepares correspondence and schedules appointments.
- ✓ Maintains HIPAA compliance with data processing, reporting, and distribution of records.
- ✓ Provides and monitors information for EMS billing contractors.
- ✓ Monitors Department contracts for service and ensures proper billing for services.
- ✓ Processes subpoenas, FOIA requests, requests for public education events, EMS and false alarm billing.
- ✓ Performs assigned payroll functions for Department employees.
- ✓ Processes requisitions, check requests, and purchase orders in accordance with established policies.
- ✓ Assists with the budgeting process and monthly reporting.
- ✓ Maintains CAD (computer aided design) drawings of businesses located within the Village.
- ✓ Maintains inventory systems.

### Qualified candidates should...

- ✓ Have a high school diploma or equivalent. An associate or bachelor's degree is preferred.
- ✓ Be able to complete the Illinois Fire Service Administrative Professionals (IFSAP) Certification within 2 years.
- ✓ Have advanced proficiency in the Microsoft Office Suite, including Publisher, Word, Excel, PowerPoint, and SharePoint.
- ✓ Be able to communicate clearly, efficiently, effectively, politely, and in a friendly manner both verbally and in writing.
- ✓ Enjoy managing multiple tasks simultaneously and functioning independently.
- ✓ Have prior experience in fire department operations and with Records Management Systems, preferably.
- ✓ Like working in a fast-paced environment, subject to regular interruptions.

### Pay, benefits, and more...

- ✓ Represented by AFSCME Council 31
- ✓ Full salary range is \$63,460.04 - \$83,017.69 per year (salary upon hire is at the bottom of the pay range within the Collective Bargaining Agreement)
- ✓ Paid leave
- ✓ Health insurance
- ✓ Illinois Municipal Retirement Fund (IMRF) and 457b retirement plans
- ✓ Niles Family Fitness Center membership and wellness program
- ✓ Tuition reimbursement and professional development opportunities

*It's possible here.* The Village of Niles strives to create a community and workplace where everyone feels welcomed. We care deeply about our residents and businesses, and we work hard on their behalf to keep making Niles better. **APPLY NOW** by downloading an application from the Village's [website](#) and send your application along with your resume in PDF format to [personnel@vniles.com](mailto:personnel@vniles.com). Applications will be accepted until April 14, 2025.

The Village of Niles is an Equal Opportunity Employer  
Check us out on social media! | [Facebook](#) | [Twitter](#) | [LinkedIn](#) | [Instagram](#)