



Village of Downers Grove
JOB OPPORTUNITY
Administrative Secretary II
Fire Prevention
Fire Department

The Village is accepting applications for an Administrative Secretary II in the Fire Department. This position performs secretarial and administrative duties, with public contact, under minimal supervision of the Division Chief. This role coordinates programs and administrative activities of various Fire Department divisions, including Fire Prevention. A successful candidate will possess exceptional time management skills, with the ability to prioritize work independently, while practicing good judgment in applying established procedures.

Major Duties and Functions:

- Performs occupancy management duties, such as coordination and scheduling of building inspections with Community Development, permits, updating and maintaining all related contact information, records, and fire systems
- Performs some accounting and bookkeeping duties
- Compiles monthly statistical reports
- Maintains files, inventories, supplies, equipment, and records
- Manages all pre-plan programs for building inspections
- Manages wireless fire alarm system
- Coordinates and schedules Life Safety inspections while managing related data and software
- Performs duties related to lock boxes
- Provides administrative assistance for the Division Chief of the Fire Prevention Bureau
- Other duties as assigned

Knowledge, Skills, and Abilities Required:

- Demonstrates a high level of customer service skills
- Understands basic budgetary principles and practices and standard business arithmetic
- Ability to operate complex and technical computer software and programs
- Ability to carry out instructions, giving close attention to detail and accuracy
- Ability to organize work, set priorities, and meet critical deadlines
- Ability to multitask in a fast-paced environment without loss of detail, productivity, or quality of work

The ideal candidate will have a high school diploma, or equivalent, and one to three years of clerical experience, preferring some continuing education in secretarial science, business, or other job-related field. Any combination of education and experience that provides the required knowledge, skills, and abilities is also satisfactory.

Salary and Benefits: \$52,926 - \$72,773 annually, with a maximum starting salary of \$63,511, dependent on qualifications. The Village provides an excellent benefits package, including health, dental, vision, and life insurance, and participation in the Illinois Municipal Retirement Fund (IMRF).

APPLY NOW! Interested applicants may apply online by visiting the *Job Openings* link on the Village website, www.downers.us. Only online applications will be accepted, except for reasonable accommodations. Position open until filled.

The Village of Downers Grove is an Equal Opportunity Employer (EOE). For more information or assistance, please contact the Human Resource Department at (630) 434-5500.