



## VILLAGE OF HINSDALE POSITION DESCRIPTION

**POSITION:** Assistant to the Fire Chief  
**DATE:** June 17, 2024  
**DEPARTMENT:** Fire  
**REPORTS TO:** Fire Chief  
**PAY GRADE:** M105  
**PAY RANGE:** \$93,939.19 to \$144,634.48 (\$45.16 - \$69.54 per hour)  
**FLSA STATUS:** Exempt – open to 29 hours up to 40 hours per week, dependent upon candidate qualifications and availability.

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### **Position Purpose:**

Plans, organizes and manages administrative functions in the fire department.

### **Supervision Exercised:**

#### **Direct:**

Administrative Assistant

### **Job Duties:**

#### **Essential Functions:**

1. Assists the Fire Chief with planning, organizing and directing the operations of the Fire Department.
2. Assists the Fire Chief with the development and administration of the Fire Department budget. Recommends budgetary adjustments as appropriate and necessary.
3. Assists the Fire Chief with the review and approval the requisition of equipment, materials and supplies. Approves department expenditures. Oversees Fire Department purchasing. Receives and analyzes bids and prepares written recommendations.
4. Develops, secures approval of and administers long and short-term capital and operating budgets in conjunction with Fire Chief; develops and implements appropriate methods to monitor adherence to budget and resolve variances.
5. Coordinates with other Village departments, other local governments/organizations and outside agencies regarding fire department activities.

6. Plans and administers facility and vehicle maintenance services of department.
7. Plans and administers facility and Emergency Management services of department.
8. Directs the Fire Department's public education program.
9. Assists Fire Chief with Incident Action Plan development.
10. Participates in developing department-wide goals and objectives, policies and procedures.
11. Oversees and reviews fire and EMS reporting.
12. Meets with Fire Department supervisory staff to discuss current issues and identify and resolve problems.
13. Maintains cooperative working relationships with a variety of village staff and department committees to obtain solutions to problems and coordinate services provided.
14. Promotes continuous improvements in methods of administration by revising and developing work standards, implementing appropriate corrective actions to resolve problems and ensuring adherence to quality assurance programs.
15. Receives citizen complaints and requests. Responds to requests for information and assistance from citizens and outside agencies and organizations
16. Develops and maintains a variety of external contacts, such as local, county, regional and state fire service agencies and organizations, regulatory organizations and community organizations.
17. Establishes (as needed) and updates record-keeping and standard operating procedures.

**Marginal Functions:**

1. Seeks out grant opportunities and applies for grants for fire suppression, EMS or fire prevention programs.
2. Attend public meetings as required. Makes presentations as required.
3. Attend and participate in professional group meetings. Stay abreast of new Fire Department trends and innovations.

4. Other duties as assigned.

**Environmental Factors:**

The work environment includes an office setting.

**Physical Requirements:**

Regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk and hear. Occasionally required to stand; walk and stoop, kneel, crouch or crawl. May lift and/or move up to 20 pounds. Specific vision abilities include close vision and the ability to adjust focus.

**Knowledge, Skills and Abilities:**

1. Considerable knowledge of the principles and practices of modern fire department administration, fire science, fire prevention, rescue operations, specialty teams and emergency medical services.
2. Considerable knowledge of federal, state and local laws and regulations pertaining to fire department administration, fire prevention and building codes.
3. Knowledge of emergency incident command.
4. Knowledge of municipal administration and organization.
5. Ability to learn, understand and adhere to all applicable safety precautions and procedures.
6. Excellent file maintenance and organization skills required.
7. Ability to work with minimal supervision and self-motivate.
8. Knowledge of training, testing and certification requirements for fire/EMS personnel.
9. Frequent contact with other Village employees, elected officials, outside agencies, other government agencies and the public; must be able to communicate verbally, make presentations and demonstrate good customer relations.
10. Ability to provide leadership and supervision. Ability to influence, encourage, convince, lead and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to subordinate personnel.

11. Frequently prepares written reports; must be able to communicate in writing.
12. Excellent file maintenance and organization skills required.
13. Ability to handle multiple tasks simultaneously and in a timely manner.
14. Ability to learn, understand and adhere to all applicable safety precautions and procedures.

**Position Requirements:**

1. At least seven years progressively responsible experience in a fire department. Officer or Command experience preferred.
2. A bachelor's degree from a recognized college or university in fire science or a related field preferred. Master's degree preferred.
3. Microsoft Office skills in Word and Excel required.
4. Valid Illinois Driver's license (Class B, Non CDL) or the ability to obtain one.

**Rate of Pay and Benefits**

The salary range for this position is \$93,939.19 to \$144,634.48 (\$45.16 - \$69.54 per hour). Starting salary is dependent upon qualifications.

If the employee is scheduled to work 30 or more hours per week, the Village of Hinsdale offers a comprehensive and competitive benefits plan which includes generous contributions to medical, dental, vision, life insurance and the Illinois Municipal Retirement Fund, optional 457 plans, and paid vacation, personal, sick and holiday time.

Interested candidates should submit an application, resume and a cover letter to the Village of Hinsdale, Village Manager's Office, Attn: Human Resources, 19 E. Chicago Hinsdale, IL 60521, e-mail: [hr@villageofhinsdale.org](mailto:hr@villageofhinsdale.org). Visit [www.villageofhinsdale.org/jobs](http://www.villageofhinsdale.org/jobs) for a job application. The position is open until filled. The Village is an EOE employer.