



## MABAS DIVISIONS 4 & 5 SPECIALIZED RESPONSE TEAMS

**Position: Administrative Coordinator**

**Organization: MABAS Divisions 4 & 5 Specialized Response Teams**

**Reports to: Chairman of the Joint Administrative Council**

**Work Location: Hainesville, Illinois**

**Hours: 40 hours per week**

**The Administrative Coordinator is an executive level administrative position responsible for the day to day operations of SRT.**

### Main Responsibilities:

- **Administration and Planning:** Manage the administration of the SRT and act as the administrative officer. Responsibilities include planning operational needs, maintaining records, administering the capital improvement plan and the Strategic Plan, preparing the annual budget, and procuring supplies and equipment.
- **Coordination and Support:** Assist with the coordination of training and emergency responses, and support various team members, leaders, and officers in their activities.
- **Communication and Reporting:** Maintain effective communication with SRT member agencies and promote understanding of SRT work to other public safety agencies and the public. Regularly attend and report at SRT and MABAS meetings. Prepare monthly and annual reports on the SRT status.
- **Strategic Involvement:** Provide administrative recommendations on agenda items, participate in planning meetings, and act as the Freedom of Information Officer.

### Minimum Requirements:

- Valid Driver's License
- Bachelor's degree in public administration or a public safety related field (or equivalent experience)
- Five years' experience in an executive leadership or executive leadership support role.
- Prior experience in administrative roles, especially within public safety or emergency response teams, is highly valued.
- Excellent organizational, communication, and planning skills. Proficiency in administrative software and tools is essential.

- Must be available during normal office hours (08:00-17:00, Monday through Friday) and flexible to work outside these hours as required.

Compensation:

- Salary: Negotiable based on experience. Starting salary range \$80,000 to \$95,000.
- Benefits: Deferred compensation plan contributions, vacation and personal days, paid holidays, sick leave, vehicle allowance and mileage reimbursement plan.
- SRT does not offer health, dental, or vision benefits.

Please see the job description on the SRT website ([www.srtillinois.org](http://www.srtillinois.org)) for complete details of the essential duties, job functions, skills, abilities, and qualifications.

Application Process:

Interested candidates shall email their resume and cover letter with 3 professional references to:

Deputy Chief Steven Spraker  
Chairman – MABAS Division 4 & 5 SRT  
3610 W Elm St.  
McHenry, IL 60050  
(815) 385-0075  
[sprakersteven@fire.mtfd.org](mailto:sprakersteven@fire.mtfd.org)

Position open until filled. Any questions may be directed to Deputy Chief Spraker.

First review of applications on Wednesday, May 22<sup>nd</sup> at 9:00a.m.

Equal Opportunity Employer