

Pingree Grove & Countryside Fire Protection District

Chief Kieran Stout
10N255 Dittman Rd.
Elgin, IL 60124



Administration
(847) 741-3151
(847) 741-3281

PART-TIME ADMINISTRATIVE ASSISTANT

Employment Status: Part-Time, Non-Exempt

Schedule: Approximately 20 hours per week; flexible weekday schedule with occasional evening Board meeting attendance

Reports To: Fire Chief

Application Deadline: Until Filled

Position Overview

The Pingree Grove & Countryside Fire Protection District is seeking a dependable, detail-oriented administrative professional to support the Fire Chief and Deputy Chief.

This position is well suited for an experienced administrative professional seeking meaningful part-time work in a public service environment. The Administrative Assistant will play an important role in the District's day-to-day administration, Board support, payroll coordination, records management, employee onboarding and offboarding, and financial administration.

The successful candidate will work closely with District leadership and gain additional experience in Illinois local government administration, public records, and governmental finance.

Primary Responsibilities

Responsibilities include, but are not limited to:

- Provide confidential administrative support to the Fire Chief and Deputy Chief.
- Prepare correspondence, reports, spreadsheets, forms, meeting materials, and other District documents.
- Assist with scheduling, administrative deadlines, special projects, and follow-up items.
- Maintain organized electronic and paper administrative records.
- Receive and appropriately direct telephone calls, emails, visitors, vendors, and public inquiries.
- Assist with preparation of Board meeting agendas, notices, packets, and supporting materials.
- Attend designated Board meetings and prepare accurate draft meeting minutes for review and approval.
- Maintain approved minutes, ordinances, resolutions, and other official District records as assigned.
- Assist the District's designated Freedom of Information Act (FOIA) Officer with the receipt, tracking, research, and preparation of FOIA responses.
- Assist with District records-retention activities and maintenance of official records.
- Collect, review, and organize employee payroll and timekeeping information for submission to the District's third-party payroll provider.
- Review payroll reports for apparent discrepancies and coordinate corrections as directed.
- Assist with employees' onboarding and offboarding, including employment paperwork, personnel records, policy acknowledgments, District property documentation, and related administrative requirements.
- Assist with invoice processing, vendor records, purchasing documentation, and other routine financial administration.
- Perform other related administrative duties and special projects as assigned by the Fire Chief.

Developing Financial Responsibilities

Administrative Assistant may assume additional financial-support responsibilities, including:

- Processing designated accounts payable transactions.
- Entering approved financial transactions into QuickBooks.
- Assisting with expenditure tracking and financial reports.
- Preparing supporting documentation for budget development and monitoring.
- Organizing financial records and schedules for the District's annual audit.

Financial duties will be performed under the direction of the Fire Chief and in coordination with the District's accountant or other financial professionals.

Minimum Qualifications

Applicants must possess:

- High school diploma or GED.
- At least **two years of progressively responsible administrative, executive-support, office-management, bookkeeping, or comparable professional office experience.**
- Proficiency with **Microsoft 365, including Word, Excel, and Outlook.**
- Proficiency with **QuickBooks**, including the ability to enter, review, and retrieve routine financial information.
- Strong written and verbal communication skills.
- Ability to prepare accurate and professional correspondence, reports, spreadsheets, and meeting documentation.
- Strong organizational skills and ability to manage multiple priorities and deadlines.
- Ability to exercise discretion and maintain confidential personnel, financial, legal, and operational information.
- Ability to work independently while recognizing matters requiring review or approval by District leadership.
- Ability to perform basic business mathematics and accurately review payroll and financial information.
- Ability to work on a flexible schedule and attend designated evening Board meetings.
- Ability to successfully complete applicable District pre-employment screening requirements.

Preferred Qualifications

Preference may be given to candidates with one or more of the following:

- Associate degree or higher in business administration, accounting, finance, office administration, public administration, or a related field.
- Three or more years of progressively responsible administrative experience.
- Previous experience supporting a department head, executive, Fire Chief, or senior management team.
- Experience with a fire protection district, municipal fire department, municipality, other unit of local government, public-safety agency, or similarly regulated organization.
- Experience preparing agendas, Board packets, notices, or official meeting minutes.
- Familiarity with the Illinois Freedom of Information Act, Open Meetings Act, or Local Records Act.
- Experience with payroll coordination, accounts payable, accounts receivable, bookkeeping, budget tracking, or audit preparation.
- Experience with employee onboarding, offboarding, and confidential personnel records.

Desired Skills and Attributes

The successful candidate should demonstrate:

- Strong attention to detail and accuracy.
- Professional judgment and discretion.
- Reliable follow-through.
- Ability to organize competing priorities.
- Strong customer service and interpersonal skills.
- Clear and professional written communication.
- Ability to learn governmental procedures and fire-service terminology.
- Ability to work effectively in an active public-safety environment.

Compensation and Benefits

Hourly Compensation: \$25.00–\$35.00 per hour, depending upon qualifications and experience.

The District offers benefits for this part-time position:

- **457(b) Deferred Compensation Plan**
- **Health Reimbursement Arrangement (HRA)**
- **Paid Leave**

Application Requirements

Interested applicants should submit:

- A current résumé.
- A cover letter describing the applicant's interest in the position and relevant qualifications.

Application materials should be submitted to:

Pingree Grove & Countryside Fire Protection District

Attn: Fire Chief

10N255 Dittman Rd

Elgin, IL 60124

Email: 1201@pgfpd.com

The District reserves the right to review applications as they are received and to modify or close the recruitment process based upon operational needs.

Equal Employment Opportunity

The Pingree Grove & Countryside Fire Protection District is an equal opportunity employer and considers applicants for employment without regard to any classification or status protected by applicable federal, state, or local law.